

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POLICY

No. C-6

Adopted: June 20, 2012
Reviewed: October 24, 2018
Reviewed: October 25, 2023

PURCHASING

Preamble:

The Board of Education believes that when making purchasing decisions, paramount consideration shall be given to obtaining the best value for the taxpayers' dollar.

Policy:

The Secretary-Treasurer or designate shall ensure procedures are developed and implemented which result in purchasing decisions that provide the best value to the school district. Local merchants will be given every opportunity to supply materials and services to the school district.

All school district employees will follow the legal requirements for Public Purchasing in British Columbia in all purchasing activities.

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

REGULATIONS

No. C-6

Adopted: June 20, 2012
Revised: November 27, 2013
Revised: October 24, 2018
Reviewed: October 25, 2023

PURCHASING

1. Purchase of goods valued at less than \$5,000:
 - a. The decision to purchase specific goods is assigned to the employee who has the authority to initiate such expenditures (the purchaser).
 - b. All purchases for goods in excess of \$1,000 must be initiated by the use of Purchase Orders using the forms prescribed by the School District and completed in accordance with the procedures and guidelines established by the Secretary-Treasurer or designate.
 - c. Transactions under \$1,000 may be procured using the District purchase card, in compliance with District record keeping policies.
2. Purchase of goods valued at greater than \$5,000 and less than \$75,000:
 - a. Acquisition of goods between five thousand dollars and seventy-five thousand dollars (\$5,000 and \$75,000), each occurrence, must be documented on a District Purchase Order.
 - b. Purchase of goods in excess of five thousand dollars (\$5,000) require evidence of invited competitive bids from a minimum of two (2), but preferred from three (3), suppliers. The documentation supporting the competitive bids must be submitted along with the Purchase Order form.
 - c. The process of acceptance of competitive bids is subject to regulations issued by the Secretary-Treasurer from time to time.
3. Purchase of goods valued at greater than \$75,000:
 - a. Acquisition of goods exceeding seventy-five thousand dollars (\$75,000), each occurrence, requires a public tender call, in accordance with the Trade Investment and Labour Mobility Agreement (TILMA).

- b. A public tender call requires electronic distribution, utilizing the BC Government internet eProcurement site – BC Bid (www.bcbid.gov.bc.ca).
 - c. Tenders are issued on the standard District tender form and are subject to regulations as determined by the Secretary-Treasurer from time to time.
 - d. All tender openings are public meetings chaired by the Secretary-Treasurer or designate.
4. Alcohol/cannabis products cannot be purchased with school or District funds.