



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### DJA – PURCHASING AUTHORITY

Purchasing shall serve the educational programs of the Division by providing the necessary equipment, supplies, materials, and services.

The Board will encourage all responsible suppliers to engage in business with the Division. Purchase decisions will consider:

- lowest cost to the Division,
- suppliers residence in the Division, Manitoba or Canada
- suppliers with positive past performance,
- the quality of goods provided,
- service satisfaction.

Purchasing on behalf of the Division will be carried out under the direction of the Secretary-Treasurer or as delegated herein.

Principals, Supervisors and Administrators to whom budget allocations have been made, have the authority to commit funds that have been allocated to their department or jurisdictional units for goods and services.

The Secretary-Treasurer, Principals, Supervisors or Administrators may delegate purchasing authority to subordinates. Within the limitations of Policy, this delegation must be requested in writing and specify the type of expenditure that may be approved and the maximum amount that may be committed. Written requests for delegations will be forwarded to the Secretary-Treasurer with a specimen signature of the authorized employee. The delegation of authority does not lessen the responsibility of the prime delegate. The Secretary-Treasurer shall approve the delegation of authority in writing.

<b>Purchase Authority Limits</b> (exclusive of taxes and shipping)	<b>Approved Level of Authority</b>
\$10 000.00 or more	Secretary-Treasurer
Up to \$10 000.00	Principals, Supervisors or Administrators - Actual limits are established by the Secretary-Treasurer
Up to \$500.00	Written authority delegated to subordinate employees by Principals, Supervisors or Administrators

All purchases will be made as per policy and regulations under purchase order, contract, or agreement for goods / services, tender or invitations for price quotation.

## Tenders – Goods and Services over \$50,000.00

Subject to Section 70 of the Public Schools Act, all expenditures for goods and / or services over \$50,000 will be made by public tender.

Tenders on goods or services over \$50,000, which meet specifications, will generally be awarded to the lowest tender.

Summaries on tenders received for goods or services over \$50,000 shall be made to the Board who shall accept said tender by Board resolution.

### **Non-Tendered Purchases – Goods and Services over \$5,000**

The Division will generally receive quotations and / or invite proposals from a minimum of two suppliers for all goods and/or services in excess of \$5000.00 when one or more of the following exceptions do not apply:

- The goods and services are available from only one or two sources.
- The goods and/or services must be compatible with existing equipment.
- There is an urgent need for immediate availability of the goods and/or services.

The Division will strive to be efficient and obtain economies of scale for all purchases of goods and/or services that are commonly used in various schools and offices.

When in the opinion of the Secretary-Treasurer it is of advantage to the Division, public tender and/or invitation to suppliers for quotations may be made on any goods and /or services.

### **Delegation of Purchasing Authority**

Each employee delegated the authority for purchasing will complete a Rolling River School Division Authorization for Purchasing form and forward it for approval by the Secretary-Treasurer.

Approved forms will be copied to the Principal, Supervisor or Administrator and the original will be maintained on file in the Accounts office.

*Reference form # **Rolling River School Division Authorization for Purchasing form***

### **Purchase Orders**

Rolling River School Division Purchase Orders will be issued for all purchases with the exception of goods and services covered by:

- A signed contract or agreement
- An approved Tender or Request for Proposal
- Petty Cash Purchases
- Eligible Business travel related expenditures and miscellaneous expenditures under \$50.00 (total receipt).

The Secretary-Treasurer will assign Purchase Orders to appropriate Principals, Supervisors and / or Administrators who will be accountable for issuing and approving the purchase orders.

Only employees with an approved delegation for purchasing form on file will issue and approve purchase orders.

Purchase orders that have not been–invoiced within three months of issue will be investigated and voided if necessary.

Purchase Orders (PO's) are issued to:

- a) Authorize a purchase and guarantee payment for services/goods to a supplier.
- b) Record a commitment of expenditure prior to issuing a payment.
- c) Provide an accounting control for purchasing and audit record.

A Purchase Order will cover all purchases except approved purchases made through a signed contract or agreement, an approved tender, petty cash purchases, or eligible business and travel related expenditures.

## **1. Control of Purchase Orders**

- Purchase Orders are the control document for the entire purchasing and accounting procedure.

### **Maintenance, Transportation and Colony Schools**

- Maintenance and Transportation will use manual purchase orders. The Department Supervisor will be assigned a block of sequentially numbered Purchase Orders at the commencement of each year. The Supervisor is responsible for keeping track of all purchase order numbers assigned to it. Blank Purchase Orders must be kept in a secure place and in numerical order.
- A log of each purchase order number and corresponding vendor must be maintained and provided to the Secretary-Treasurer at the end of each school year. (see example below).
- The purchase order must be completed and signed by an approved signing authority (usually Supervisor or Principal) before being sent to a vendor.
  - Department Supervisors will send the assigned Purchase Order directly to the Vendor.
- Void or cancelled Purchase Orders must be sent to the Administration Office, a copy must also be kept in the department /school file. Clearly mark them as VOID or CANCELLED.
- All copies of Purchase Orders must be filed at the department /school in numerical order.
- Purchase Orders must be kept on file for three years before being destroyed. The department /school is responsible to keep a copy of all assigned Purchase Orders, filed numerically by school year, for this three-year period.
- Purchase Orders are the control document for the entire purchasing and accounting procedure.

## 2. Purchase Order Copy Distribution

- One copy is sent to the supplier.
- The second copy is stamped "COPY" and filed at the school until the goods are received.

## 3. Processing the Purchase Order Once the Goods Have Been Received

- When an order is received, complete the process as follows:
  - i. Check off all items received.
  - ii. Put B/O beside all items that have been backordered (see below for further information on Back Orders).
  - iii. If a quantity was ordered and only part of that quantity received, mark the number received.
  - iv. If the item has been cancelled or is no longer available, write Cancel beside the item.
  - v. Sign and date the purchase order.
- When the order is completely received, stamp the Purchase Order "Received", initial and date. Make a copy. This copy is retained for school records. Send the original copy of the purchase order, stamped, dated, and signed as above, immediately to the Administration Office, Accounts Department. This copy notifies the division office that goods are received and approves payment of invoices.

### **Back Orders**

- Mark the Purchase Order as above.
- Take a photocopy of the Purchase Order and highlight the received items with green marker; initial, date and send immediately to the Administration Office, Accounts Department. This will be the authority to pay for the items highlighted as received.

If there is still a backorder, then again photocopy the marked Purchase Order, highlight the additional items received, and send the photocopy to the Division Office. When the order is finally complete, stamp the Purchase Order "Received", initial and date. Make a copy. The copy is retained for school records. Send the original copy of the purchase order to the Administration Office, Accounts Department. Proper handling of the Purchase Order is the key to accurate and efficient control of the purchasing and the accounting system.

## 4. Invoices

- The purchase order indicates that suppliers must send invoices to the Administration Office, Accounts Department
- If an invoice is inadvertently sent to the school, please forward it immediately to the Administration Office, Accounts Department

If payment for goods or services without a Purchase Order is requested from a school or office, the signing authority at the school must request payment by:

- Completing a Miscellaneous Purchase Form
- Attaching the itemized receipt,

- indicating a reason, a purchase order was not issued,
- indicating the expenditure coding and
- returning to the Administration Office, Accounts Department.

The Secretary-Treasurer will be the final authority to approve said invoice. Invoices for goods without Purchase Orders should be rare and will only be considered in extenuating circumstances.

### **Contracts and Agreements for Goods / Services**

Goods or Service Contracts or Agreements entered into by the Division will be signed by the Secretary-Treasurer and will provide the following information:

- a) the nature of the service
- b) the financial obligations agreed to
- c) the period of time that the contract covers
- d) the invoicing procedure, or a payment schedule
- e) a termination clause
- f) a table of contents regarding the negotiated work plan
- g) the staff member or members given the authority to act on behalf of the Division.

*Reference Form # Fee for Service / Purchase of Goods Agreement Template*

### **Tenders**

Tenders will be directed to the attention of the Secretary-Treasurer, made according to accepted tendering procedures, and will include:

- appropriate advertising a minimum of one week in advance of closing dates
- defined stated closing dates and adherence to those dates
- detailed specifications for goods and / or services required

*Reference Form # Tender Template for the Supply of*

### **Invitations for Quotations**

Invitations for Price Quotations will be directed to the attention of the appropriate Principal, Supervisor or Administrator and will include:

- defined stated closing dates and adherence to those dates
- appropriate deadline for submission of quotation a minimum of one week after the date of mailing / invitation
- detailed specifications for goods and / or services required

*Reference Form # Quotation Template for the Supply of*

**Legislative Reference:** Public Schools Act (70)

**Date Adopted:** October 1, 2001

**Date Revised:** October 19, 2006

**Date Revised:** November 3, 2010

**Date Revised:** April 23, 2018

**Date Revised:** October 5, 2022



**Rolling River School Division**  
**AUTHORIZATION FOR PURCHASING FORM**  
**FOR THE 20XX / XX SCHOOL YEAR**

School: «School»

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**Section A**

«Employee Name»      «Job Title»  
Employee Name      Job Title

\_\_\_\_\_  
Employee Signature Specimen

\_\_\_\_\_  
Date

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**Section B**

***Supervisor to Complete for Non-Supervisory Employees***

Recommended by (Principal/Supervisor/Administrator) : \_\_\_\_\_

Maximum Expenditure Level Authorized

\$500.00       \$1,000.00       \$5,000.00       \$10,000.00

\_\_\_\_\_  
Principal/Supervisor/Administrator Signature

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**Section C**

***For Division Office Use Only***

Goods       Services

Maximum Expenditure Level Authorized

\$500.00       \$1,000.00       \$5,000.00       \$10,000.00

Approved by

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
Date

cc:    Accounts Department



# Rolling River School Division

## FEE FOR SERVICE / PURCHASE OF GOODS

### AGREEMENT TEMPLATE

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Principal / Supervisor / Administrator

#### Fee for Service / Purchase of Goods Agreement Template

Between

And

*(hereafter call the Service / Goods Provider)*

The undersigned do hereby agree to the following terms of this agreement:

- 1) That the Service / Goods Provider will perform services / provide goods as outlined in the attachment Appendix A called \_\_\_\_\_.
- 2) That the period for the provision of said services will be to \_\_\_\_\_ and from \_\_\_\_\_ to \_\_\_\_\_.
- 3) That the total fee to be provided for said service is \_\_\_\_\_.
- 4) That said fee will be payable in \_\_\_\_\_ equal installments of \_\_\_\_\_ according to the following schedule / on the following dates:  
\_\_\_\_\_
- 5) That the service / goods provider will be responsible for payment of any applicable government taxes, charges or assessments related to this fee.
- 6) That termination of this agreement can be instituted either by written notice of either party to the other, to be received a minimum of \_\_\_\_\_ in advance of the date of termination of the agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in the town of \_\_\_\_\_, Manitoba, Canada.

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\_\_\_\_\_, Service / Goods Provider

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Witnessed by \_\_\_\_\_



# Rolling River School Division

## TENDER TEMPLATE

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### For the Supply of

In accordance with the following, sealed tenders will be received up to \_\_\_\_\_, for the supply of \_\_\_\_\_, to the attention of:

Secretary-Treasurer  
Rolling River School Division  
Administration Office  
Box 1170  
Minnedosa, MB R0J 1E0

“\_\_\_\_\_TENDER”

- a) Specifications and the form of the tender are enclosed. One copy is to be submitted in an envelope marked “TENDER\_\_\_\_\_”. Tender form must display the name of the company and be submitted with name, title and signature of a signing officer of the firm.
- b) Unit prices shown DO NOT include Provincial Sales or Goods and Services Tax.
- c) All material to be delivered F.O.B. to \_\_\_\_\_ as indicated on purchase orders when received.
- d) Prices to be guaranteed from \_\_\_\_\_ to \_\_\_\_\_.
- e) Delivery to occur on / between \_\_\_\_\_.
- f) Samples of goods to be provided upon request.
- g) Quantities are approximate and may vary on orders submitted.
- h) Tender to be awarded in whole or part.
- i) Late tenders not accepted.
- j) The lowest or any tender will not necessarily be accepted.

For further information, please contact:

Rolling River School Division  
Box 1170  
Minnedosa, MB  
R0J 1E0  
Telephone: (204) 867-2754  
E-mail: [rrsd@rrsd.mb.ca](mailto:rrsd@rrsd.mb.ca)





# Rolling River School Division

## QUOTATION TEMPLATE

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Administration Office  
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Minnedosa, MB R0J 1E0

“\_\_\_\_\_QUOTATION”

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- b) Unit prices shown DO NOT include Provincial Sales or Goods and Services Tax.
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