



**POLICY:**  
**SUBJECT:**  
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**DJA**  
**PURCHASING AUTHORITY**  
**October 1997**  
November 3, 2003, August 25, 2008  
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## 1. GENERAL

The purchasing function for The Winnipeg School Division shall be carried out under the authority and responsibility of the Secretary-Treasurer of the Division as directed by the Chief Superintendent and shall be subject to the requirements of the Public Schools Act as well as the policies on tendering (bidding) requirements and purchasing procedures.

### 1.1 Sustainable Development

The Winnipeg School Division is committed to the implementation of Sustainable Development and *the associated* Provincial Regulations and guidelines enacted July 1, 2003 applicable for School Divisions,

## 2. DELEGATION OF PURCHASING AUTHORITY

The Secretary-Treasurer may delegate the authority for purchasing to the following:

### 2.1 Senior Buyer

The Senior Buyer shall have the direct responsibility for supervising the purchasing function and may be authorized by the Secretary-Treasurer to delegate authority for purchasing to staff in the Central Purchasing Section as required.

### 2.2 Director of Buildings

The Director of Buildings shall have the authority to make purchases on an emergency basis up to a value of **\$10,000** and report these purchases to the Secretary-Treasurer. In all other instances, purchases in the Building Department shall be made through the Central Purchasing Office.

### 2.3 Superintendents/School Principals/Department Directors

In order to facilitate purchasing under the decentralized school budgeting system, schools/departments are given the flexibility to requisition and select supplies, equipment and services which are chargeable against their budgets. Schools/departments may make purchasing arrangements using the following methods:

- 1) Computerized on-line "direct-to-vendor" order system. (School Purchase Orders).
- 2) Computerized "on-line requisitions" submitted to the central purchasing office for processing.
- 3) Local purchases:
  - cash payments to supplier from school funds and claim for reimbursement
  - arrangements may be made for central payment of local purchases direct to supplier.

## 3. COST PLUS CONTRACTS

No purchase or contract based on a supplier's cost plus a percentage for overhead and profit shall be entered into without first obtaining approval of the Board.

## 4. EMERGENCY PURCHASE AND EXPENDITURE

In the event of an emergency, the Chair or Vice-Chair together with the Chief Superintendent, the Secretary-Treasurer and the official under whose department the expenditure is to be made, or any three of them, may authorize an emergency expenditure of up to \$50,000.00 (**exclusive of taxes**) and such expenditure shall be reported to the Board at the next regular meeting.