



POLICY:
SUBJECT:
APPROVAL DATE:
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DJF
PURCHASING PROCEDURES
June 19, 1990
November 3, 2003
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1. GENERAL

The purchasing procedures for The Winnipeg School Division shall be developed under the authority and responsibility of the Secretary-Treasurer of the Division as directed by the Chief Superintendent of Schools.

2. PURCHASING EFFICIENCY

The purchasing procedures shall be developed to provide the necessary supplies, equipment and services at the maximum economical value for each dollar of expenditure.

- 2.1 The various procedures provided, are to be followed, regardless of the source of funding (ie) grants, parent groups, or other means

3. OPPORTUNITY FOR SUPPLIERS

All suppliers shall be provided with the opportunity to provide materials and services to the Division. In selection of suppliers, consideration shall be given to:

- the timely procurement of goods
- the quality of goods provided
- the satisfactory level of service provided.
- sustainable development
- the price of goods



1. General

The procedures for the acquisition of equipment, services and supplies shall be the responsibility of the Secretary-Treasurer. The objective of the purchasing process is to service the educational program by providing the necessary equipment, services and supplies in the most economical manner possible.

The Secretary-Treasurer may delegate the authority for purchasing to the employees outlined in Policy DJA - Purchasing Authority.

2. Central Purchasing Section

The Central Purchasing Section is generally responsible for monitoring and processing all Division purchase transactions including:

- 2.1 maintaining an on-line computerized "Direct-To-Vendor Ordering System" for commonly used and/or ordered items of equipment, furniture and/or supplies.
- 2.2 processing all "computer generated requisitions" submitted electronically by schools/ departments in accordance with Board policies.
- 2.3 reviewing all requisitions/quotations/tenders and purchase orders for equipment, furniture, and/or supplies, before release.

3. Requisitioning/Ordering Systems

- 3.1 The following systems are available to schools/departments to be used in the procurement of goods and/or services.

- i) On-line computerized "Direct-To-Vendor" system.
- ii) On-line computerized "General Requisition" system.
- iii) Local purchases:
 - cash payment to supplier from school funds and claim for reimbursement.
 - under certain circumstances or subject to the approval of the Secretary-Treasurer arrangements may be made for central payment of local purchases direct to the supplier (i.e. Home Economics Program, Auto Shops Program, Cafeteria Supplies, etc.).
- iv) Contracting for the provision of services.

Each system is described as follows:

- i) "Direct-To-Vendor" System

Under the Direct-to-Vendor system the Division may contract with vendor(s) for the supply and delivery of certain commonly used and/or ordered items of equipment and/or supplies at a fixed price and quality.

- A computerized catalogue of the items available is maintained as part of the system.
- Schools may generate an on-line direct-to-vendor School Purchase Order (SPO) up to \$10,000.
- Vendors will invoice the school/department directly.



- Schools are required to:
 - generate and provide the school purchase order, properly approved by the school administration, to the supplier.
 - approve the invoice by signing/dating as to verifying satisfactory receipt of goods/services.
 - code the invoice with the proper SDS account number.
 - forward the completed invoice to the Secretary-Treasurer's Department - Accounts/Payable Section to be processed for payment.

ii) General Requisition

Under the General Requisition system:

- Schools/departments may submit an on-line computer generated requisition to central purchasing; for those items of equipment, furniture, supplies and/or services not available through the "Direct to Vendor" system for processing as and when the need arises.

The requisition shall include:

- a) an adequate description of the item(s) to be ordered.
 - b) name of suggested supplier
 - c) estimated price for each item
 - d) school cost centre and budget category number.
 - e) proper approval for expenditures.
- The Central Purchasing Section will:
 - a) review all requisitions.
 - b) solicit competitive quotations/tenders in accordance with the policy. Quotations/tenders shall be awarded to the lowest acceptable bidder complying with specifications and other stipulated bidding conditions.
 - c) ensure that the equipment and/or supplies to be purchased are of a quality required to provide satisfactory service as determined by the requisitioner and the central purchasing section, with consideration to Environmentally preferred items.
 - d) make alternate suggestions to the requisitioner if, in the judgement of the central purchasing section, the specifications of the item would restrict competition to otherwise preclude the most economical purchase of the required item.
 - e) in consultation with the requisitioner determine the selection of goods to be ordered. In the case of dispute by either party the matter will be referred to the appropriate Superintendent of Schools, who shall make the final decision.



- The Central Purchasing Section will: (continued)

f) notify the principal before issuing a purchase order in the following circumstances:

- 1) in the case of substitution where the unit value is greater than \$250.00.
- 2) if the actual price exceeds the estimated by more than \$100.00

g) in the case of a low bidder proposing an alternate as "an equal" to that specified, it will be the responsibility of the central purchasing section to consult with the requisitioner to determine if the proposed substitution is in fact an equal. In the case of dispute by either party the matter will be referred to the appropriate Superintendent of Schools, or the Chief Superintendent who shall make the final decision.

iii) Local Purchases

Provision is made for schools/departments to make limited purchases against school/ department budget allocations or from local school/department funds and claim reimbursement. Under certain circumstances subject to the approval of the Secretary-Treasurer, arrangements may be made to have local purchases paid direct to the supplier.

Such purchases shall be made only for goods and services which cannot be obtained efficiently and/or economically through the normal purchasing procedures which because of the nature of the program should be purchased directly at the school level.

Purchases of equipment are subject to the following conditions:

- a) the value of an individual piece of equipment shall not exceed \$750.00 before tax.
- b) equipment purchased by the school is to be entered on the school's Moveable Equipment Inventory.

Reimbursement of local purchases or direct payment of local purchases shall be made only on the approved form supplied by the Secretary-Treasurer and certified correct by the Principal. Invoices, voucher receipts, or a statement certified by the Principal shall be provided for all purchases.

In the case of a cash register receipt being the only supporting documentation provided by the vendor, schools are required to complete the attached form for audit purposes describing the purchase.

iv) Services

Provision is made for schools/departments to contract for services within the budget allocations for this purpose subject to the approval of the appropriate Superintendent.

4 Print and Non-Print Grant Orders (Manitoba Text Book Bureau)

Local purchases through school funds should not exceed **50%** of the schools print and non-print grant, in accordance with Provincial requirements.



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PURCHASING PROCEDURES
 August, 1981
November 3, 2003
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PURCHASE ORDER
THE WINNIPEG SCHOOL DIVISION

P.O. NUMBER

1577 Wall Street East
 Winnipeg, Manitoba R3E 2S5
 Telephone (204) 775-0231
 Fax (204) 783-0118

IMPORTANT: THIS ORDER IS ISSUED BY THE WINNIPEG SCHOOL DIVISION AND IS ACCEPTED BY THE VENDOR SUBJECT TO TERMS AND CONDITIONS ON THE FACE

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QUANTITY	UNIT	DESCRIPTION	LINE	PRICE/UNIT	PROD. CODE	G/L ACCOUNT

F.O.B.:		TERMS:		QUOTATION:		PURCHASING DEPARTMENT
REQ. NO.:	AUTH. REF.	MISC.	VENDOR NO.			

INTERNAL AMOUNT



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QUANTITY	UNIT	DESCRIPTION	LINE	PRICE/UNIT	PROD. CODE	G/L ACCOUNT

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REQ. NO.:	AUTH. REF.	MISC.	VENDOR NO.			

INTERNAL AMOUNT

THE ABOVE MATERIAL HAS BEEN RECEIVED IN SATISFACTORY CONDITION:	
SIGNATURE:	DATE:

FORM 5-1

RECEIVING COPY



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Vendor # _____

WINNIPEG SCHOOL DIVISION
Request for Payment

Date: _____

S.A.R. _____

Ref. 2 _____

Vendor Name: _____

Distribution Instructions:

Address: _____

Ref/Invoice No.	Cost Centre	Category	Total Invoice Amount	GST 10000 9585 (2)
Total			\$0.00	\$0.00

Requested by: _____

Auth.:

Dept./Location: _____

Secretary-Treasurer
 Authorization:

Approved by:

Entered by: _____

Replaces 9 Request for 9 Form 3-31 9 Form 3-37
 Manual Cheque 9 Form 3-33 9 Form 3-38
 9 Form 3-12 9 Form 3-34 9 Form 3-77
 9 Form 3-29 9 Form 3-36 9 Form 3-86



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Winnipeg School Division

Miscellaneous Purchases Reimbursement Form

(This form is to be completed by the individual requesting reimbursement. This will provide supporting documentation for receipts without name and detail and is to be submitted with the reimbursement claim.)

School: _____ Date: _____

Person Requesting Reimbursement: _____

Detail: List items purchased

paste

receipt

here

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receipt

here

Duplicate form for your use.