



## **POLICY 4.2 PURCHASING**

The Board of Education has, as its over-arching purchasing objective, to satisfy the operational needs of the District while realizing overall best value for goods and services using best practice and professional judgement. The Board assigns to the Secretary-Treasurer responsibility for those judgements.

The district's procurement activities must be conducted with integrity and the highest standard of ethical conduct. All individuals involved with the district's procurement activities must act in a manner that is consistent with this policy,

### Guidelines

1. The Secretary-Treasurer will be responsible for ensuring that purchasing procedures are established so that all supplies, services and equipment required for the operation of the District's schools and educational programs are obtained at the best price available with free opportunity, whenever practicable, for all interested vendors to make proposals for supply.
  - 1.1. The District will purchase locally, whenever and wherever possible; local suppliers and contractors will be given preference.
  - 1.2. The Board will, whenever practical, join in cooperative purchasing with agencies to take advantage of lower prices for bulk purchasing and to reduce the administrative costs in tendering.
  - 1.3. The Secretary-Treasurer will provide to the Board a monthly printout of all expenditures.
2. The Secretary-Treasurer will be responsible for ensuring that tendering procedures are established for the District.
  - 2.1. Tender calls will be made in accordance with the B.C. Government Public Sector purchasing requirements.
  - 2.2. The following purchases shall only be made following a public tender:
    - 2.2.1. audit services;
    - 2.2.2. custodial contracts; and
    - 2.2.3. all major capital construction projects.
  - 2.3. All responsible bidders will be given equal consideration and assurance of unbiased judgments in determining whether their product or service meets specifications and the needs of the District.