

---

# SCHOOL DISTRICT NO. 36 (SURREY)

No. 4600

## POLICY: PURCHASING GOODS & SERVICES

---

### 1. PHILOSOPHY OF PURCHASING

- 1.1 The Board values the district purchasing function's contribution to educational and operational programs through:
- application of specialized professional knowledge;
  - development of district-wide experiential knowledge;
  - utilization of public purchasing standards;
  - efficiency of acquisition service; and
  - realization of best value in acquiring goods and services.
- 1.2 The Board believes the school district should participate with other public authorities in a cooperative way when appropriate.
- 1.3 The Board provides direction for purchasing activities through its principles of purchasing described here and through Policy #4420 – *Imprest Funds* on purchases utilizing imprest funds.
- 1.4 The Board recognizes that professional judgment must be exercised in order to achieve an appropriate balance between the Board's Principles of Purchasing and assigns to the Secretary-Treasurer responsibility for those judgments. The Board states that its overriding purchasing objective is to satisfy the operational needs of the school district while realizing overall best value for the school district.

### 2. PRINCIPLES OF PURCHASING

- 2.1 Obtain maximum value by considering the life cycle cost of purchases.
- 2.2 Conduct purchasing in an efficient and cost effective manner. Administrative effort and cost are to be commensurate with the value of the purchase.
- 2.3 Provide purchasing discretion and flexibility for the district, schools and departments within the granted authority and subject to optimizing best value for the school district as a whole.

Cont'd...

---

**POLICY: PURCHASING GOODS & SERVICES**

---

- 2.4 Establish and renew standardization of goods where appropriate to disseminate experiential base and realize best life cycle value.
- 2.5 Procure goods and services without compromising a healthy, safe, relevant and aesthetically acceptable learning and working environment.
- 2.6 Provide reasonable opportunities for qualified suppliers and contractors to seek the school district's business.
- 2.7 Document rationale for purchases made other than the lowest price bidder.
- 2.8 Select vendors through processes which are open, competitive and ethical.
- 2.9 Procure goods and services with due regard to our environment.
- 2.10 Utilize accepted professional practices for public sector buying.
- 2.11 Utilize purchasing resources for the benefit of the school district.

**3. AUTHORITY**

- 3.1 The Board authorizes the Secretary-Treasurer to commit the school district to purchase contracts within the scope of this policy and subject to having Authority For Expenditures described in Board Policy #4202 – *Authority for Expenditures*.

**4. SCOPE OF POLICY**

- 4.1 The scope of purchasing addressed by this policy is to include all goods and services except for:
  - major construction contracts where the Board has appointed an architect or consultant;
  - contracts which the Board specifically approve;

**POLICY: PURCHASING GOODS & SERVICES**

---

- travel expenditures pursuant to Board Policies #4410 – Travel Expense Reimbursement.
- imprest fund expenditures pursuant to Board Policy #4420 – *Imprest Funds*;
- site based expenditures authorized by Board Policy #4900 – *Management of Site Based Funds*; and
- corporate and community alliances approved pursuant to Board Policy #10800 – *Education Business Community Partnerships*.

Revised: 2010-06-24  
Revised: 1999-07-08  
Amended: 1995-05-25  
Adopted: 1995-02-09

X-Ref: Policy 4202  
Policy 4410  
Policy 4420  
Policy 4900  
Policy 10800

---