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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 4600.1

## REGULATION: METHODS TO OBTAIN GOODS & SERVICES

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### 1. AUTHORITY TO INITIATE EXPENDITURES

- 1.1 The Board, pursuant to its Policy #4203 and bylaws, establishes budgets and, via its Policy #4202, delegates to Administration the authority to incur expenditures pursuant to those budgets.
- 1.2 Administration through its management structure and allocation of budgets to operational activities delegates to Account Coordinators authority to initiate expenditures.
- 1.3 The Board, through its policies #'s 4410, 4420 and 4900, has defined certain types and amounts of expenditures to be prohibited, restricted or require special processing or approval to incur. Administration has further defined the policy parameters in regulations related to the foregoing policies and in Regulation #4202.3.

### 2. PURPOSE OF THIS REGULATION

- 2.1 The purpose of this regulation is to provide an overview of the parameters for expending Board funds on goods and services and the methods for doing so.

### 3. LIMITATIONS

- 3.1 Regulation #4202.3 limits the authority of Account Coordinators to initiate expenditures on gifts, rental of facilities, interior decorations and warehouse memberships.

### 4. TYPES OF EXPENDITURES REQUIRING SPECIAL PROCESSES

- 4.1 The following types of expenditures are subject to special processes.

| <u>Type of Expenditure</u>   | <u>Reference</u> | <u>Process/Form</u>  |
|------------------------------|------------------|--|
| Travel Expense Reimbursement | 4410             | Application for Travel Expense Claim For Formally Authorized Travel and Local Travel Expense Claim |

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**REGULATION: METHODS TO OBTAIN GOODS & SERVICES**

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| <u>Type of Expenditure</u> | <u>Reference</u> | <u>Process/Form</u>                          |
|----------------------------|------------------|--|
| Vehicle Vandalism          | 4410.1           | Vehicle Vandalism Claim                      |
| Business Use Insurance     | 4410.1           | Business Use Vehicle Insurance Reimbursement |
| Property Loss              | 5815             | Incident Report                              |

**5. METHODS TO ACQUIRE GOODS & SERVICES**

**5.1 Board Contracts and Appointments**

The Board may specifically approve major construction contracts and the appointment of professional advisors including architects, auditors and lawyers. The applicable departments coordinate the use of these services.

**5.2 Consumption-Driven Contract Services**

Certain services are contracted district-wide then utilized and charged to sites based upon consumption such as photocopier maintenance.

**5.3 Cost-Recovered Internal Service**

District departments provide a wide range of services to schools and departments without charge. However, some services are operated on a cost recovery basis. In these cases, the form requisitioning the service initiates the charge against the Account Coordinator=s account. Cost-recovered internal services include: extra bus trips (Regulation #8901, Appendix A); reprographic services; and facility improvements. (Also see Regulation #4202.4.)

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## **REGULATION: METHODS TO OBTAIN GOODS & SERVICES**

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### **5.4 Imprest Fund Expenditures**

Imprest funds supplied to sites can be used within the limits defined in Regulation #4420.1 to make minor purchases directly from vendors.

### **5.5 Bank Procurement Cards**

Bank procurement cards can be obtained pursuant to Regulation #4660.1.

### **5.6 Local Purchase Orders**

Local purchase orders are utilized for specific approved applications authorized by the Assistant Secretary-Treasurer.

### **5.7 Learning Resources**

The Learning Resources Services Department coordinates the collection of learning resources orders and the ongoing placement of orders through the Purchasing Department to publishers. This is intended to ensure only authorized titles are ordered and to realize savings through bulk ordering.

### **5.8 Requests For Information**

A Request for Information (RFI) may be used by the Purchasing Department to solicit information on new products and services. This process may be initiated before issuance of a Request for Proposals, Tender or Request for Quotation to determine specifications, scope of work, and requirements. An RFI may or may not request market prices; however, in no circumstance will an RFI result directly in a contract award.

### **5.9 Requests For Proposals**

A Request For Proposal (RFP) may be used by the Purchasing Department to solicit both price proposals and information on products and services. Standard RFP documentation is utilized which outlines award criteria, general terms and conditions, specifications and specific or individual requirements.

## **REGULATION: METHODS TO OBTAIN GOODS & SERVICES**

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### **5.10 Maintenance Service Contracts**

Maintenance service contracts are utilized where unit rates are specified and usage is authorized by defined district staff. The total value of each of these arrangements is subject to pricing activity requirements defined in Regulation #4600.4.

### **5.11 Blanket Purchase Orders**

Blanket purchase orders are issued with a maximum dollar limit to facilitate the acquisition of larger volumes of small dollar value purchases within the limits of imprest fund expenditures defined in Regulation #4420.1. This enables the vendor to invoice the school district rather than be paid through the imprest fund process. Blanket purchase orders must not be used to circumvent pricing activity requirements noted in Regulation #4600.4. Amounts exceeding \$10,000 will be subject to sole source processing.

### **5.12 Supply Contracts**

Supply contracts have been negotiated with a number of vendors where the vendor provides a range of goods at discount prices. Information on these and additional arrangements are available through the Purchasing Department.

### **5.13 Purchase Requisitions**

- a. For purchases not addressed by the foregoing, the user is to complete and authorize electronically, a purchase requisition for action by the Purchasing Department. When completing Purchase Requisitions, users may specify unique product requirements; or specify standard product published in district catalogues.
- b. Account Coordinators are encouraged to utilize the knowledge in the Purchasing Department when seeking unique products as they may have been previously researched.
- c. Purchasing is to ensure product standards are acceptable, terms of business are appropriate and required pricing activities are conducted before Purchase Orders are issued.

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**REGULATION: METHODS TO OBTAIN GOODS & SERVICES**

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- d. Purchase orders may be issued as either regular purchase orders or blanket purchase orders (which enable a series of purchases to be made; but must not circumvent requirements for pricing activity).

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Policy #4410  
Reg. #4420.1  
Policy #5815  
Reg. #5815.1

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