

ELK ISLAND CATHOLIC S.R.D. NO. 41	CODE: DJ-Policy
LEGAL REFERENCES: <i>School Act</i> , Section 44 Reciprocal Trade Agreement	TITLE: Purchasing Authority
CROSS REFERENCE: CA, School Based Leadership	ADOPTION DATE: January 24, 2001
	REVISION DATE:

Purchasing procedures will be established and implemented that maximize value for the dollars spent.

ELK ISLAND CATHOLIC S.R.D. NO. 41	CODE: DJ-Guidelines
LEGAL REFERENCES: <i>School Act</i> , Section 44, Reciprocal Trade Agreement	TITLE: Purchasing Authority
CROSS REFERENCE: CA, School Based Leadership	ADOPTION DATE: January 24, 2001
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1. As a public institution the Board encourages all interested suppliers to quote on the requirements of the Division.
2. The Board will attempt to obtain the maximum value for each dollar expended consistent with good educational and purchasing practices. Consideration should be given to the supplier's reputation and experience, the ability to deliver or perform within the time specified, and the ability to provide after-sales maintenance and service. Past experience on previous orders will also be considered.
3. All other factors being equal, and where permitted by the *Reciprocal Trade Agreement*, the Board's policy is to purchase from local, provincial and Canadian suppliers in that order of preference.
4. To the extent that it is reasonable and efficient, the Board supports the concept of centralized purchasing to serve the needs of various schools.

5. Purchases of items for the personal use of employees or trustees shall not be made in the name of the Board.
6. The Secretary-Treasurer shall be responsible for maintaining adequate insurance coverage as directed by the Board.
7. Such legal or professional services as are required shall be obtained as directed by the Board.
9. Schools may purchase program services from other schools.

<p>ELK ISLAND CATHOLIC S.R.D. NO. 41</p> <p>LEGAL REFERENCES: <i>School Act</i>, Section 44, Reciprocal Trade Agreement</p> <p>CROSS REFERENCE: CA, School Based Leadership</p>	<p>CODE: DJ-Procedures</p> <p>TITLE: Purchasing Authority</p> <p>ADOPTION DATE: January 24, 2001</p> <p>REVISION DATE:</p>
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1. When a school is required to purchase program services from another school, the following procedure will be followed:
 - 1.1. The Principal of the school receiving the program service and the Principal of the school providing the program service will agree in writing on the cost of service.
 - 1.2. The Principal of the school purchasing the program services will budget in the transfers code an expenditure equal to the F.T.E. portion of the average teacher cost.
 - 1.3. The Principal of the school providing the program service will budget in revenue sources the F.T.E. portion of the average teacher cost.
 - 1.4. Any costs associated with transportation will be budgeted by the school purchasing the service.
 - 1.5. If there is disagreement regarding the level of budget amendment, the Superintendent will make the decision.