

The Board of Education School District No. 48 (Sea to Sky), has a responsibility to ensure that all goods and services purchased for the district represent the best value for the money, with respect to price and quality.

The Board expects that there will be appropriate business procedures in place to control all purchasing, and that all procedures are able to withstand full public scrutiny. No special arrangements that personally benefit an employee or agent of the Board will be permitted.

Regulation

This Regulation specifies the procedures for making purchases in any department or school in the district.

1. The Secretary-Treasurer is responsible for all financial matters, including purchasing.
2. Budget Authorities responsible for purchasing supplies and services for their school or department must do so within the following principles:
 - 2.1 Purchases must represent the best value for money, with respect to price, quality and service.
 - 2.2 The School District is able to purchase using corporate supply arrangements signed by the Province of BC. These should be considered in determining which supplier offers the best value for money.
 - 2.3 Before purchasing, review alternatives to acquiring new goods or services such as repairs to existing assets or transfer of used assets between locations.
 - 2.4 All factors being equal, purchases will be from local, provincial, Canadian, and international suppliers, in that order.
3. Purchasing process:
 - 3.1 All purchases less than \$500 must be pre-approved by the budget authority (verbally or in writing). Payment can be by:
 - 3.1.1 Petty cash
 - 3.1.2 Pay personally then claim reimbursement using the employee expense claim form
 - 3.1.3 School District issued credit card
 - 3.1.4 Purchase from supplier on School District No. 48 account, providing your name to the supplier in lieu of a purchase order
 - 3.2 All purchases between \$500 and \$4,999 must be pre-approved by the budget authority (verbally or in writing). Payment can be by:
 - 3.2.1 School District issued credit card
 - 3.2.2 Purchase from supplier on School District No. 48 supplier account, providing your name to the supplier if no purchase order is prepared. A purchase order is optional except for the following purchases:

- computers & printers - hardware
 - contracts
 - unusual goods/services
- 3.2.3 For travel expenses where it is not practical to purchase on supplier account, an employee may use a School District issued credit card.
- 3.3 All purchases between \$5,000 and \$74,999 must be by purchase order and approved in advance by the budget authority and Secretary-Treasurer.
- 3.4. All purchases of goods or services of \$75,000 or more and construction projects of \$200,000 or more must be by public process, such as offered by www.bcbid.gov.bc.ca.
4. School District Issued Credit Card
- 4.1 Credit cards may be issued to an employee routinely involved in purchasing supplies. Applications for credit cards must be approved by the Principal as the school budget authority or District Management budget authority, and the Secretary-Treasurer.
- 4.2 Credit cards are to be used for routine supply purchases within the established limits of the card and this regulation.
5. A Contract for Services form (*Appendix 1*) is to be fully completed and authorized by the Budget Authority and Secretary-Treasurer prior to the commencement of any contractor services. An invoice is to be issued by the Contractor upon completion of services.
6. No special purchasing arrangements that personally benefit an employee or agent of the Board are permitted.

CONTRACT FOR SERVICES

(to be fully completed prior to commencement of services)

BETWEEN:

Contractor:

_____	_____
(Name)	(GST Number)
_____	_____
(Address)	(Social Insurance Number)
_____	_____
(City, Postal Code)	(WCB Number)

(Phone Number)	

AND SCHOOL DISTRICT NO. 48 (Sea to Sky)

Box 250, 37866 Second Avenue
Squamish, B.C. V8B 0A2

It is agreed by the Contractor and the School District that:

1. The Contractor will provide the following services to the School District on the date(s) indicated:

Services: _____

Date(s): _____

Worksite(s): _____

2. The School District will pay to the Contractor the amount of: \$ _____
in full satisfaction for the services rendered under this Contract,
upon completion of services and receipt of an invoice.

3. All supplies, materials, travelling and accommodation costs in connection with the above services will be for the account of the contractor unless itemized specifically below.

Item: _____ Cost: \$ _____

Item: _____ Cost: \$ _____

****ORIGINAL RECEIPTS REQUIRED FOR REIMBURSEMENT****

4. The Contractor agrees to pay any and all taxes or other similar charges payable in connection with this agreement. The School District will only pay GST in addition to the Fee for Services if a GST Registration Number is provided. A Social Insurance Number must be provided, and a T4A slip will be issued at year end.

SIGNED: _____	_____	_____
(Contractor)	(Budget Authority)	(Secretary-Treasurer)
_____	_____	_____
(Date)	(Date)	(Date)

Budget #: _____ After the Secretary-Treasurer signs, the following copies will be distributed:

- Contractor,
- Budget Authority,
- School,
- Accounts Payable

NOTE: An Invoice is to be issued by the Contractor upon completion.