



SECTION:	Fiscal Management	APPROVAL DATE:
SUBSECTION:	Purchasing	May 4, 1998
POLICY NAME:	Purchasing	LAST REVISED:
POLICY NUMBER:	P.FM.I.1	October 5, 2009

POLICY STATEMENT

The Wellington Catholic District School Board will provide at the time required, the highest quality of goods and services at the lowest overall cost consistent with education goals in an efficient and effective manner.

Basic Objectives of the Corporate Services – Purchasing Department:

- a) To co-ordinate the procurement of all goods and services for the Board.
- b) To obtain the maximum value for supplies and equipment as required at the lowest price consistent with required quality standards from reliable source(s) guaranteeing continuity of supply.
- c) To advance the concept of standardization in order to reduce costs, maintain quality.
- d) To maintain current and final Purchase order files, vendor lists and inventory records.
- e) To maintain a fair, impartial and competitive atmosphere.
- f) To purchase environmentally appropriate products and enter in co-operative purchasing when feasible.
- g) To comply with federal and provincial legislation.
- h) To provide an efficient service to all schools and administrative departments.

- All purchasing procedures shall represent the minimum requirements to ensure financial and quality control in the Purchasing function pursuant to the Code of Ethics.
- The Corporate Services Department shall be responsible for carrying out all administrative duties connected with the normal purchasing functions beginning with the receipt of the approved requisition through paying the invoice once goods are received. Orders will not be considered binding, nor will respective invoices be paid unless proper purchasing procedures as per Policy P.FM.I.1 have been followed.
- Purchasing Procedures shall be maintained for the purpose of identifying purchasing restrictions and limitations.
- If all factors such as quality, service and price are equal, the Board will purchase goods and services from the supplier who maintains a business office or manufacturing facility within the Board's jurisdiction.
- The authority to issue a purchase order in the name of the Board shall be delegated to the Procurement/Budget Officer by the Assistant Superintendent of Corporate Affairs.
- In order to maintain the integrity of the Board and its employees in its business transactions, the Procurement Code of Ethics will be followed.