



POLICY: DJA
SUBJECT: PURCHASING AUTHORITY
APPROVAL DATE: October 1997
REVISION DATE: November 3, 2003, August 25, 2008
September 12, 2022
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1. GENERAL

1.1 In accordance with the Public Schools Act, Section 70 (1) subject to the regulations, the Winnipeg School Board (WSD) shall at all times use the following procedures:

- a) all purchases of personal property and contracted services shall be made in the most economical manner possible;
- b) where the cost of personal property or services mentioned in clause (a) exceeds the amount prescribed under subsection (2), competitive offers for such property and services shall be obtained, except in emergency situations, by public tender;
- c) all offers received pursuant to clause (b) shall be tabulated for ready reference for presentation to the school board.

2. EMERGENCY PURCHASE AND EXPENDITURE

2.1 In the event of an emergency, the Chair or Vice-Chair together with the Chief Superintendent/CEO, the Secretary-Treasurer/CFO and the official under whose department the expenditure is to be made, or any three of them, may authorize an emergency expenditure of up to \$50,000.00 (exclusive of taxes).

2.2 All emergency expenditures shall be reported to the Board of Trustees at the next regular meeting.

3. RESPONSIBILITIES

3.1 Chief Superintendent/CEO

The purchasing function for WSD shall be carried out under the authority and responsibility of the Secretary-Treasurer/CFO as directed by the Chief Superintendent/CEO and shall be subject to the requirements of the Public Schools Act as well as the policies on tendering (bidding) requirements, purchasing and green procurement procedures.

3.2 Secretary-Treasurer/Chief Financial Officer (CFO)

The Secretary-Treasurer/CFO is responsible for the relevant provisions of the Public Schools Act and purchasing procedures outlined in the Canadian Free Trade Agreement.

The Secretary-Treasurer/CFO shall ensure that all staff who manage a divisional program, department or school budgets purchase products or services that are consistent with promoting sustainability in schools.

The Purchasing function is the responsibility of the Secretary-Treasurer/CFO or designate and includes supervising the purchasing activity; ensuring adherence to divisional purchasing and green procurement procedures; and delegating that responsibility as appropriate to the staff of the Purchasing Department.

3.3 Senior Buyer

The Senior Buyer shall have the direct responsibility for supervising the purchasing function and may be authorized by the Secretary-Treasurer/CFO to delegate authority for purchasing to staff in the Central Purchasing Section as required.



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3.4 Director of Buildings

The Director of Buildings shall have the authority to make purchases on an emergency basis up to a value of \$10,000 and report these purchases to the Secretary-Treasurer/CFO and through the Store Buyer, issue purchase orders up to a value of \$5,000 to provide goods and services for the Building Department. In all other instances, purchases in the Building Department shall be made through the Central Purchasing Office.

3.5 Superintendents/School Principals/Department Directors

In order to facilitate purchasing under the decentralized school budgeting system, schools/departments are given the flexibility to requisition and select supplies, equipment and services which are chargeable against their budgets. Schools/departments may make purchasing arrangements using the following methods:

- a) Issue purchase orders to approved vendors;
- b) Enter requisitions for non-commodity items for processing by Central Purchasing;
- c) Local purchases:
 - cash payments to supplier from school funds and claim for reimbursement;
 - arrangements may be made for central payment of local purchases direct to supplier.

4. CONFLICT OF INTEREST

- 4.1 No Board of Trustee member, officer or staff of WSD shall be interested financially in any contract entered into by the Board. This shall also preclude acceptance of any gratuities, financial or otherwise, by the above persons, from any supplier of materials or services to WSD.