



206 – PURCHASING

Introduction

The Board of Education believes that that all employees procuring goods and/or services on behalf of the School District are representatives of the School District and as such should conduct themselves accordingly.

Policy

1. Specific Procedures for the acquisition of goods and services are the responsibility of the Secretary-Treasurer. Procedures must be tailored to effectively meet the needs of the School District’s management structure therefore authority to initiate expenditures shall be assigned to individual employees who have responsibility for specific accounts.
2. School District employees at all levels will follow the legal requirements for Public Purchasing in British Columbia in all purchasing activities.
3. School District employees will conduct themselves in such a fashion as to ensure the District is viewed as an honest, forthright organization that is acquiring goods and services in an ethical manner.
4. Employees will seek best value in all purchasing activities by ensuring that needs are clearly defined and responses are evaluated fairly to achieve a result that serves the best interest of School District No. 23