

PURCHASING

Purchases, except those from petty cash, shall be made on Turtle Mountain School Division purchase orders, containing all appropriate authorizing signatures and be in accordance with Division procedures and practices.

Purchase orders for hotel accommodations and registrations must indicate the purpose of the lodging/professional development (MASBO, MSBA, Teacher and Support professional development, meetings, conventions, etc.).

Petty cash may be used only for individual items under \$50.00. Petty cash reimbursement requests must be made to the office of the Secretary-Treasurer on a timely basis.

An incidental purchase order must be issued for all purchases in excess of \$50.00 to a maximum of \$400.00. Purchases greater than \$400.00 must be done on a regular purchase requisition.

TENDERS

All expenditures for provision of goods and/or services exceeding \$50,000 per item shall be made by public tender, in accordance with the Public Schools Act.

Tenders do not have to be called when one or more of the following apply:

1. Where goods and services are available only from one or two sources;
2. When goods must be compatible with existing equipment;
3. When emergency situations exist requiring immediate availability of goods or services.

Tenders shall be made according to accepted tendering procedures which shall include:

1. Appropriate advertising sufficiently in advance of closing dates;
2. Definitely stated closing dates and adherence to those dates;
3. Detailed specifications for goods and/or services required;
4. Sealed tenders to be received on the pre-printed tender forms;
5. Tenders by fax will be received on closing day only.

An analysis and summary shall be made on all tenders. Administration is authorized to accept the low tender if it is within the limits of a pre-approved budget. All tenders exceeding budget, or circumstances where anything other than the low bid is not recommended, must be presented to the Board for final acceptance.

Results from all tenders are to be reported to the Board by the Secretary-Treasurer at the subsequent regular Board meeting. All tender summaries are to be retained on file for three years as per records retention/disposition guidelines adopted by the Board.

Tenders meeting specifications will generally be awarded to the lowest bidder but general conditions of the tender must include the words "Lowest/highest or any tender not necessarily accepted". Notification will be sent to both successful and unsuccessful bids.

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