

PURCHASING

When do I use a Local Purchase Order?

When the purchase is under the \$1500.00 as per Board Policy. Complete the Local P.O., sign it in the appropriate place and send the original copy to the supplier. Keep the goldenrod copy for your records and discard the pink copy.

Suppliers have been directed to send invoices to you rather than to this office. It is important that you initial and send the invoice to this office by the first school delivery after you receive the goods in order for payment to the vendor to be processed.

When I receive an incorrect shipment who do I contact?

You should contact the supplier directly. Be sure you have Delivery Slips on hand as most companies will ask for certain information from them. If the problem was of their making, they should look after all costs related to correcting the situation. If the problem was of our making there may be some costs involved. For more information please refer to Section 2 of the Purchasing Manual.

How do I register concerns about the quality of goods received?

Complete the "Quality Control Report" form contained in this manual and submit the completed form to Purchasing.

Do I need a Purchase Order when ordering or can I just phone in the order?

Yes. Purchasing is governed by Board Policy which indicates that all goods purchased by the school division are to be obtained through the use of an approved purchase order. Approved purchase orders consist of: Local P.O. (sample enclosed), Textbook/Workbook P.O. (sample enclosed), Standing P.O., P.O.'s issued by Purchasing.

How do I make purchases over \$1500.00?

For purchases over the \$1500.00 limit, complete the order, sign on your signature line, retain your goldenrod copy and send the original to Purchasing at the Board Office. Once it is received it will either be counter signed and sent out or there will be some "purchasing action" taken on the order before it is sent to a supplier. Purchasing action might include requesting quotes from the market place and could result in a different purchase order being sent to a supplier. If this occurs, a copy of the new order will be sent to you. Once again, suppliers will be directed to send invoices to you.

When and how do I use Standing Orders?

A Standing Order is an agreement with a supplier to provide certain goods and/or services, for a specified period of time. The price for these goods and/or services may or may not be specified. The Standing Orders will save you time in that once the order is in place, you can do all your business with that supplier by phone - no additional purchase orders will be required. Again, suppliers will be directed to send invoices to you.

How do you activate Standing Orders?

Let purchasing know which companies you want on Standing Order, any special conditions that will exist, and it will be set them up for you. For those who already have Standing Orders in place, purchasing will send you a list of Standing Orders to review and confirm that they are to be renewed or cancelled.

Every school has received a list of Standing P.O.'s as part of the Purchasing Manual. If you cannot find yours call Ray Hickey and he will supply you with one.

Do I have to pay Provincial Sales Tax on goods I purchase out of Province?

With very few exceptions, the Board pays Provincial tax on everything it buys regardless of its origin. The most notable exception to this is textbooks.

What do I do with the Packing Slips?

Packing slips should be kept at least until the invoice has been received and approved. Once the invoice is approved you can discard it.

Who is our Customs Broker?

Our Customs Broker is Percy H. Davis Ltd., 244-4847.

What is the Purchasing Card Program

The Purchasing Card Program is based on a standard retail charge card program which has been modified to meet school division procurement objectives. The Purchasing Card Program was designed to enable you to make direct purchases, with monthly payments issued by the Board Office and charged to your supply account. The program will significantly reduce school division costs associated with purchasing processes and accounting transactions.

The Purchasing Card Program is not intended to avoid or bypass other appropriate procedures. Instead, it is intended to provide flexibility and autonomy to cardholders while complementing current existing purchasing and payment guidelines. Unlike personal charge cards, the Purchasing Card Program incorporates controls over certain types of expenditures. These controls ensure that the Program can be used only with specific types of suppliers and within specific dollar limits.

Cardholders will be asked to use the Purchasing Card responsibly and carefully. Although the Purchasing Card and related accounts are issued in an individual's name, the charges incurred are the liability of the school division. Personal Credit Applications are not required by cardholders.

Use of the Purchasing Card Program can eliminate the need for personal fund expenditures, petty cash or reimbursements.

For complete details on the Purchasing Card Program please refer to Section 7 of the Purchasing Manual.

Where can I find out more information about Purchasing matters?

Check out our website at www.scs.sk.ca and click on to Administrative Services. A menu will come. Click on to Purchasing.