



POLICY SECTION 405: PURCHASING AUTHORITY

POLICY

The Ahkwasahsne Mohawk Board of education believes that the purchase of supplies, equipment and services for the Board is largely an administrative task and one that must be coordinated and managed properly to ensure the best possible value for the expenditure incurred.

GUIDELINES

1. The Board delegates responsibility to the Director of Education for the purchase of supplies, equipment and services on behalf of the Board within the specific allocations defined in the annual budget.
2. The Director and Associate Director(s) delegates authority to the School Principal/Leader for the purchase of school supplies and equipment within limitations defined in the annual budget of each respective school. The Director also delegates authority to all Program Managers for purchases made for their respective programs/departments.
3. Board Members and AMBE staff shall not purchase items for the Board without prior approval.
4. Purchase orders and corresponding requisition forms shall be completed for all purchases and supplies. Any expenditure in excess of \$500.00 must be pre-approved by the Director or Associate Director (s).

Requests for purchase orders shall be forwarded to the Board office. The purchase orders will be completed in duplicate. One copy will be sent to the AMBE Finance Department for payment once the requisition form and the original invoice are received. One copy may be provided to the suppliers if necessary.

Check requests are also available for use in certain circumstances: to reimburse purchases made by employees, to pay local service providers, to pay for merchandise in advance as is required by some companies, etc. Check requests must total at least \$ 20.00.

5. Requests to purchase items or services not included in the annual budget shall be directed to the Board for consideration at the discretion of the Director of Education.
6. Administrative staff shall attempt to consolidate purchases to reduce the number of suppliers and are encouraged to order from Canadian suppliers to reduce costs.