

POLICY #4600

PURCHASING GOODS & SERVICES

1. PHILOSOPHY OF PURCHASING

- 1.1. The Surrey Board of Education values the district purchasing function's contribution to educational and operational programs through:
 - a) Application of specialized professional knowledge.
 - b) Development of district-wide experiential knowledge.
 - c) Utilization of public purchasing standards.
 - d) Efficiency of acquisition service.
 - e) Realization of best value in acquiring goods and services.
- 1.2. The board believes the school district should participate with other public authorities in a cooperative way when appropriate.
- 1.3. The board provides direction for purchasing activities through its principles of purchasing described here and through [Policy #4420 – Imprest Funds](#) on purchases utilizing imprest funds.
- 1.4. The board recognizes that professional judgment must be exercised in order to achieve an appropriate balance between the board's Principles of Purchasing and assigns to the secretary-treasurer responsibility for those judgments. The board states that its over-riding purchasing objective is to satisfy the operational needs of the school district while realizing overall best value for the school district.

2. CONDUCT AND CONFLICT OF INTEREST

- 2.1. The district's procurement activities must be conducted with integrity and the highest standards of ethical conduct. All individuals involved in the district's procurement activities must act in a manner that is consistent with the principles and objectives of this policy and in accordance with [Policy #7213 – Conflict of Interest](#) and [Regulation #7213.1 – Conflict of Interest](#).

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3. PRINCIPLES OF PURCHASING

- 3.1. Obtain maximum value by considering the life cycle cost of purchases.
- 3.2. Conduct purchasing in an efficient and cost effective manner.
Administrative effort and cost are to be commensurate with the value of the purchase.
- 3.3. Provide purchasing discretion and flexibility for the district, schools and departments within the granted authority and subject to optimizing best value for the school district as a whole.
- 3.4. Establish and renew standardization of goods where appropriate to disseminate experiential base and realize best life cycle value.
- 3.5. Procure goods and services without compromising a healthy, safe, relevant and aesthetically acceptable learning and working environment.
- 3.6. Provide reasonable opportunities for qualified suppliers and contractors to seek the school district's business.
- 3.7. Document rationale for purchases made other than the lowest price bidder.
- 3.8. Select vendors through processes which are open, competitive and ethical.
- 3.9. Procure goods and services with due regard to our environment.
- 3.10. Utilize accepted professional practices for public sector buying.
- 3.11. Utilize purchasing resources for the benefit of the school district.

4. AUTHORITY

- 4.1. The board authorizes the secretary-treasurer to commit the school district to purchase contracts within the scope of this policy and subject to having Authority For Expenditures described in Board [Policy #4202 – Authority for Expenditures](#).

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5. SCOPE OF POLICY

5.1. The scope of purchasing addressed by this policy is to include all goods and services except for:

- a) Major construction contracts where the board has appointed an architect or consultant.
- b) Contracts which the board specifically approve travel expenditures pursuant to board [Policy #4410 – Travel Expense Reimbursement.](#)
- c) Imprest fund expenditures pursuant to Board [Policy #4420](#)
- d) Site based expenditures authorized by Board [Policy #4900 – Management of Site Based Funds.](#)
- e) Corporate and community alliances approved pursuant to Board [Policy #10800 – Education Business Community Partnerships.](#)

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X-Ref: [Policy #4202](#)
[Policy #4410](#)
[Policy #4420](#)
[Policy #4900](#)
[Policy #7213](#)