



1. Rationale

The Simcoe County District School Board (SCDSB) recognizes that a high standard is expected of a public body when purchasing goods and services. Consequently, a purchasing policy must demonstrate that all reasonable measures have been taken to buy competitively.

2. Policy

It is the policy of Simcoe County District School Board that when buying goods and services, the primary objective is to obtain maximum value for public funds expended through a process that ensures that all qualified vendors are treated fairly; and that the Board's character values are upheld. In order to achieve this, the SCDSB will adhere to the Broader Public Sector Procurement Directive.

3. Guidelines

Prior to commencement, any procurement of goods and non-consulting services must be approved by an appropriate authority in accordance to the chart below.

| PROCUREMENT APPROVAL AUTHORITY SCHEDULE | |
|---|---|
| Approvals must be based on the total estimated value of the procurement, including any agreed-upon renewals. | |
| Total Purchase Amount | Delegated Authority Level |
| < \$10,000 | supervisors |
| < \$25,000 | assistant managers |
| < \$50,000 | principal/manager |
| \$50,000 - \$100,000 | senior administration or manager of facility services or controller |
| > \$100,000 | director or designate |

4. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

BOARD ADMINISTRATION 2200

GENERAL PURCHASING 2230

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**APM 2500
APM 2502
APM 2504**