

REGULATION #4600.1 METHODS TO OBTAIN GOODS & SERVICES

1. AUTHORITY TO INITIATE EXPENDITURES

- 1.1. The Surrey Board of Education, pursuant to its [Policy #4203 – Operating Budget](#) and bylaws, establishes budgets and, via its [Policy #4202 – Authority for Expenditures](#), delegates to management the authority to incur expenditures pursuant to those budgets.
- 1.2. Management, through its management structure and allocation of budgets to operational activities delegates to account coordinators authority to initiate expenditures.
- 1.3. The board, through its policies [#4410 – Travel Expense Reimbursement](#), [#4420 – Imprest Funds](#) and [#4900 – Management of Site Based Funds](#), has defined certain types and amounts of expenditures to be prohibited, restricted or require special processing or approval to incur. Management has further defined the policy parameters in regulations related to the foregoing policies and in [Regulation #4202.3 – Limitations on Authority for Expenditures](#).

2. PURPOSE OF THIS REGULATION

- 2.1. The purpose of this regulation is to provide an overview of the parameters for expending board funds on goods and services and the methods for doing so.

3. LIMITATIONS

- 3.1 [Regulation #4202.3](#) limits the authority of account coordinators to initiate expenditures on gifts, rental of facilities, interior decorations and warehouse memberships.

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4. TYPES OF EXPENDITURES REQUIRING SPECIAL PROCESSES

4.1. The following types of expenditures are subject to special processes.

<u>Type of Expenditure</u>	<u>Reference</u>	<u>Process/Form</u>
Travel Expense Reimbursement	#4410	Application for Travel Expense Claim For Formally Authorized Travel and Local Travel Expense Claim
Vehicle Vandalism	#4410.3	Vehicle Vandalism Claim
Business Use Insurance	#4410.3	Business Use Vehicle Insurance Reimbursement
Property Loss	#5815	Incident Report

5. METHODS TO ACQUIRE GOODS & SERVICES

5.1. Board Contracts and Appointments

The board may specifically approve major construction contracts and the appointment of professional advisors including architects, auditors and lawyers. The applicable departments coordinate the use of these services.

5.2. Consumption-Driven Contract Services

Certain services are contracted district-wide then utilized and charged to sites based upon consumption such as photocopier maintenance.

5.3. Cost-Recovered Internal Service

District departments provide a wide range of services to schools and departments without charge. However, some services are operated on a cost recovery basis. In these cases, the form requisitioning the service initiates the charge against the account coordinators account. Cost-recovered internal services include: extra bus trips ([Regulation #8901 –](#)

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[Student Field Studies](#), Appendix A); reprographic services; and facility improvements. (Also see [Regulation #4202.4. – Internal Service Charges](#))

5.4. Imprest Fund Expenditures

Imprest funds supplied to sites can be used within the limits defined in [Regulation #4420.1 – Petty Cash Funds](#) to make minor purchases directly from vendors.

5.5. Bank Procurement Cards

Bank procurement cards can be obtained pursuant to [Regulation #4660.1 – Procurement Cards](#).

5.6. Local Purchase Orders

Local purchase orders are utilized for specific approved applications authorized by the assistant secretary-treasurer.

5.7. Learning Resources

The Learning Resources Services Department coordinates the collection of learning resources orders and the ongoing placement of orders through the Purchasing Department to publishers. This is intended to ensure only authorized titles are ordered and to realize savings through bulk ordering.

5.8. Requests For Information

A Request for Information (RFI) may be used by the Purchasing Department to solicit information on new products and services. This process may be initiated before issuance of a Request for Proposals, Tender or Request for Quotation to determine specifications, scope of work, and requirements. An RFI may or may not request market prices; however, in no circumstance will an RFI result directly in a contract award.

5.9. Requests for Proposals

A Request For Proposal (RFP) may be used by the Purchasing Department to solicit both price proposals and information on products and services. Standard RFP documentation is utilized which outlines award criteria, general terms and conditions, specifications and specific or individual requirements.

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5.10. Maintenance Service Contracts

Maintenance service contracts are utilized where unit rates are specified and usage is authorized by defined district staff. The total value of each of these arrangements is subject to pricing activity requirements defined in [Regulation #4600.4 – Obtaining Vendor Pricing](#).

5.11. Blanket Purchase Orders

Blanket purchase orders are issued with a maximum dollar limit to facilitate the acquisition of larger volumes of small dollar value purchases within the limits of imprest fund expenditures defined in [Regulation #4420.1](#). This enables the vendor to invoice the school district rather than be paid through the imprest fund process. Blanket purchase orders must not be used to circumvent pricing activity requirements noted in [Regulation #4600.4](#).

5.12. Supply Contracts

Supply contracts have been negotiated with a number of vendors where the vendor provides a range of goods at discount prices. Information on these and additional arrangements are available through the Purchasing Department.

5.13. Purchase Requisitions

- a) For purchases not addressed by the foregoing, the user is to complete and authorize electronically, a purchase requisition for action by the Purchasing Department. When completing Purchase Requisitions, users may specify unique product requirements; or specify standard product published in district catalogues.
- b) Account coordinators are encouraged to utilize the knowledge in the Purchasing Department when seeking unique products as they may have been previously researched.
- c) Purchasing is to ensure product standards are acceptable, terms of business are appropriate and required pricing activities are conducted before purchase orders are issued.

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- d) Purchase orders may be issued as either regular purchase orders or blanket purchase orders (which enable a series of purchases to be made; but must not circumvent requirements for pricing activity).

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X-Ref: Policy [#4202](#)
Reg. [#4202.3](#)
Reg. [#4202.4](#)
Policy [#4203](#)
Policy [#4410](#)
Reg. [#4410.3](#)
Policy [#4420](#)
Reg. [#4420.1](#)
Reg. [#4600.4](#)
Reg. [#4660.1](#)
Policy [#4900](#)
Policy [#5815](#)
Reg. [#5815.1](#)
Policy [#8901](#)