



SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

623 – Purchasing Goods and Services

1. General

1.1. The Board of Education confirms that its overriding purchasing objective is to satisfy the operational needs of the school district while realizing overall best value for the school district.

1.2. The Policy provides guidance for purchasing activities using the principles outlined below.

1.3. The Board believes that the purchasing functions should take into consideration:

- Application of specialized professional knowledge;
- Consideration of district-wide standards;
- Utilization of public sector purchasing standards and internal controls;
- Procurement of goods and services that support a healthy, safe, environmentally responsible, relevant, and aesthetically acceptable learning and working environment;
- Provide fair, transparent and reasonable opportunities for qualified suppliers and contractors to seek the school district's business;
- Efficiency and effective acquisition;
- Cooperation with government initiatives and other public authorities when appropriate; and
- Realization of best value.

2. Conduct and Conflict of Interest

2.1. The school district's procurement activities must be conducted with integrity and the highest standards of ethical conduct. All individuals involved in the school district's procurement activities must act in a manner that is consistent with the principles and objectives of this policy and recuse themselves in the event of a conflict of interest.

3. Authorization

3.1. The Superintendent shall establish protocols to implement this policy.

3.2. The Board recognizes that professional judgement must be exercised in order to achieve an appropriate balance among the Board's principles and assigns to the Superintendent or designate responsibility for those judgements.