



# Policy: Purchasing

## Policy Statement

As a designated broader public sector organization the Superior North Catholic District School Board will ensure it complies with specific guidelines or directives designed for the broader public sector (BPS). Key principles to be observed are: accountability; transparency; value for money; quality service delivery; and process standardization.

It is the intent of the Superior North Catholic District School Board, to acquire quality goods and services through effective and cost efficient purchasing services by all schools and administrative departments.

Competitive prices for significant purchases will be achieved through quotations, tendering and a fair open transparent purchasing practice.

Authorized levels of approval will be established so as to comply with specific guidelines or directives designed for the broader public sector. As well, conduct of all employees involved with supply chain activities must be in accordance with Supply Chain Code of Ethics as determined for Ontario broader public sector organizations.

The Board of Trustees retains the right to require specific approval for capital and long-term projects.

## Approval and Review Dates

Prior Date Approved: October 9, 2012

Revised Date Approved: October 9, 2015

Review Prior To: October, 2020

Reviewed by: Policy Committee, Administrative Council