



PURCHASING POLICY

CODE:	D.001
CATEGORY:	FINANCE
RESPONSIBILITY:	ASSISTANT DIRECTOR OF EDUCATION – FINANCE AND ADMINISTRATION
APPROVAL:	BOARD OF TRUSTEES
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INTRODUCTION

The objective of Purchasing Services is to acquire goods and services for Mamu Tshishkutamashutau, specifically the Mushuau Innu Natuashish School, Sheshatshiu Innu School and the Board Administration, in such a manner as to maximize the value to MTIE with respect to price, quality, service availability and operational performance.

PURPOSE

A purchase decision is normally the result of a process which includes identifying a need, considering alternatives which can satisfy the need and selecting the best alternative. Purchasing Services, in addition to its responsibility to make purchases on behalf of the organization and its schools, offers assistance at the various stages leading to a decision to purchase. Purchase decisions are considered to be fundamental in the School Board's efficient operation.

SCOPE

This policy and the procedures associated with it apply to all administrative and support staff and relate to all purchases that utilize operating, capital or contribution funds.

POLICY

General

1. While sourcing and negotiations of goods and services is the responsibility of the Requisitioner, contractual arrangements and the actual purchase of goods and services is the responsibility of Purchasing Services. Purchasing Services would intervene in negotiations if necessary, specifically if commitments span over more than one budgetary year.

2. Contracts, services or goods in excess of value amounts outline in the Quotation, Tender and Award Policy, and the Acquisition of Professional & Consulting Services Policy, will follow said policy's competitive bid process.
3. The Department Head of the requisitioning department shall be responsible for preparing functional and technical specifications for the goods and services to be acquired.
4. MTIE's purchasing system shall not be used for personal purchases and Distribution Services shall not receive or ship personal items.

Approval Procedures

5. The authority for signing Purchase Order Requests is set out in the Signing Authority Policy approved by the Board of Trustees.
6. In accordance with the Signing Authority Policy, requests to Purchasing Services for the acquisition by purchase of goods, supplies and services for any purpose shall be documented by written Purchase Order Requests. Such documents shall be signed and coded by the Department Head of the relevant area. The value criterion set out in the Quotation, Tender and Award Policy applies.
7. Following the appropriate Purchase Order Request authorization and sourcing processes conducted by the Requisitioner, a purchasing contract (which includes any purchase agreement, blanket order, contract or purchase order) may be entered into and signed in the name of the organization by the Assistant Director Finance and Administration.
8. A vendor shall not be paid by MTIE unless the original invoice from the vendor with detailed information as to the items received or the services rendered.

Responsibilities

9. Purchasing Services shall be responsible for:
 - Advice pertaining to vendor lists
 - Contract approval
 - Contract award
 - Competitive bidding process
 - Facilitate the acquisition of professional services
 - Monitor vendor performance
10. Department Heads shall be responsible for:

- Continually seek new sources of supply in order to increase competition, thus minimizing expenditures for goods and services
- Obtaining quotations from vendors, coding and authorizing Purchase Order Requests
- Monitoring and filing Purchase Order Requests sent to Purchasing Services
- Monitoring and inventorying purchased items that are delivered to the school

Ownership of Assets and Inventory

11. Furniture and equipment purchased with operating, capital or contribution funds are normally the property of Mamu Tshishkutamashutau.
12. In accordance with the Capital Asset Management Policy, it is the responsibility of the Department Head to ensure that assets under his or her custody are maintained and safeguarded in accordance with any MTIE policies & procedures.
13. In accordance with the Capital Asset Management Policy, disposal of MTIE assets shall be the responsibility of the Assistant Director Finance and Administration.

Conflicts of Interest

14. Purchasing Services shall be responsible for ensuring that there is no conflict of interest in dealing with vendors. Faculty or staff members with a direct or indirect interest in a MTIE vendor or potential vendor shall report such interest to the Assistant Director Finance & Administration.
15. Faculty and staff members shall decline all offers of gifts or gratuities by vendors that would result in personal gain. Small gifts may be received as long as they do not appear to lead faculty or staff members to make decisions that unfairly benefit the vendor. All such offers shall be reported to the Assistant Director Finance and Administration.

RELATED POLICIES

Quotation, Tender & Award Policy
Signing Authority Policy
Capital Asset Management Policy
Conflict of Interest Policy

APPENDIX A

Procedures

A procedure manual for the Purchasing Policy, covering the functions listed below, is produced and distributed by Purchasing Services:

1. Quotation request
2. Purchase Order Request preparation
3. Receipt and inspection of delivered items
4. Return of items to a vendor

APPENDIX B

Purchase of Furniture

This appendix concerns procurement of furniture for employees of Mamu Tshishkutamashutau.

Furnishings are purchased through Purchasing Services according to the terms of the Purchasing Policy. All furniture purchases, with the exception of a standard furniture allocation for each new permanent full-time position, are charged to departmental budgets.

Assistant Director Finance and Administration is responsible for:

- a. The provision of furnishings for new, permanent full-time positions;
- b. The establishment of furniture standards and entitlements for the various positions held by employees of MTIE.

Department Heads are responsible for:

- a. Contacting the Assistant Director Finance and Administration to request furnishings for a new full-time permanent position. The Assistant Director Finance and Administration should be informed as soon as possible in order to be able to plan furniture expenditures;
- b. Assessing the availability of funds within the departmental budget for other furniture purchases;
- c. Providing a Purchase Order Request to Purchasing Services.
- d. Ensuring that all items, once received, have arrived and are in suitable condition.

Purchasing Services is responsible for:

- a. Providing information about selection, prices, availability and repair of furniture;
- b. Placing orders with vendors;
- c. Management (which may include sale and disposal) of the stock of used, surplus or obsolete furniture.

Facilities Management is responsible for:

- a. Receiving and verifying deliveries;
- b. Delivery and movement of furniture within the school.