

## **SCHOOL DISTRICT NO. 92 (NISGA'A)**

**Regulation Subject:** PURCHASING

**Dated Passed:** 2000.06.13

**Date Amended:** May 21, 2019

**Description:**  
PURCHASING

### **Regulation No. 508-R**

For greater certainty, the following regulations must be complied with:

- a) All expenditures by the School District must be for goods and services to be used by the School District. The sole exception will be items purchased pursuant to the computer Purchase Plan (505-P).
- b) Expenditures in excess of \$150,000 require approval from the Board.
- c) Standing purchase orders will be used by the Maintenance Department. Orders over \$300.00 require a purchase order signed by the Maintenance Department Supervisor and the Chief Executive Officer. For items under \$300.00, the Maintenance Department Supervisor will approve the purchase by either signing the invoice or the Goods Received Form.
- d) Standing Purchase Orders will be used by the Student Residence for purchases of Food. Items over \$300.00 will require a purchase order signed by the Secretary Treasurer and the Chief Executive Officer. For items under \$300.00, the Secretary Treasurer will approve the purchase by either signing the invoice or the Goods Received Form.
- e) Purchase Orders will be used by the Schools and the Nisga'a Language and Culture Centre for items over \$300.00. The purchase order must be signed by the Principal and the Chief Executive Officer. In the absence of the Chief Executive Officer, the Secretary Treasurer may sign. For items under \$300.00, the Principal will approve the purchase by either signing the invoice or the Goods Received Form.
- f) Purchase Orders will be used by the School Board Office for items over \$300.00. The purchase order must be signed by the Chief Executive Officer and the Secretary Treasurer. In the absence of either the Chief Executive Officer or the Secretary Treasurer, the Executive Assistant may sign on behalf of the Chief Executive Officer or the Secretary Treasurer. For items under \$300.00, the Chief Executive Officer or the Secretary Treasurer will approve the purchase by signing the Goods Received Form.

- g. Expenditures by Trustees require approval of the Board Chair and the Chief Executive Officer or in the CEO's absence by the Board Chair and the Secretary Treasurer.
- h) Service contracts and the payments for professional services will be approved by the Chief Executive Officer or in the CEO's absence by the Secretary Treasurer.