



LIMESTONE DISTRICT SCHOOL BOARD POLICY NO. 18

PURCHASING

It is the policy of the Limestone District School Board (Board) to comply with legislation contained in the Education Act, Broader Public Sector Procurement Directives and amendments thereto, for the procurement of goods and/or services that meet the needs of students through a process that ensures efficiency, transparency, financial accountability, quality and value for money.

1.0 General Parameters

- 1.1.0 Sound and ethical business practices shall be followed at all times including:
- a) adherence to the Supply Chain Code of Ethics as outlined in Appendix 1;
 - b) adherence to the Broader Public Sector Supply Chain Guidelines as issued by the Ministry of Finance; and
 - c) adherence to the principle that there shall be no unwarranted interference/involvement by staff or trustees in the purchasing process including receiving or reviewing of confidential information (unless authorized to receive or review) or promoting a product or service by a vendor.
- 1.2.0 The purchase of the required quantity and quality of products and services shall be within the Board's established criteria for that particular product or service.
- 1.3.0 Centralized purchasing and/or cooperative purchasing with other school boards and public agencies shall be encouraged whenever the best interests of the Board will be served.
- 1.4.0 Environmentally responsible products and services shall be purchased where the acquisition of such is cost effective, does not significantly alter the effectiveness of the product or service, and is compliant with the provincial Supply Chain Management Guidelines.
- 1.5.0 Unauthorized purchases made in the name of the Board shall be considered an obligation of the individual making the purchase and not an obligation of the Board.

2.0.0 Communication of Policy

- 2.1.1 All Supervisory personnel are responsible for ensuring that their staff are properly informed of and comply with this policy and the associated procedures.

Reference Documents:

Education Act, Sections 170, 171 and 217

Broader Public Sector Supply Chain Guideline (Ministry of Finance)

Provincial Supply Chain Management Guidelines

Supply Chain Code of Ethics

Board Procedure 515 – Purchasing

Board Procedure 520 – Purchasing Cards

January 2012

Purchasing Policy

Supply Chain Code of Ethics

To ensure an ethical, professional and accountable Broader Public sector supply chain.

Professional Integrity and Professionalism

All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities between the Board, suppliers and other stakeholders. Respect must be demonstrated for each other and the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

Accountability and Transparency

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that Board resources are used in a responsible, efficient and effective manner.

Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with the Code of Ethics and the laws of Canada and Ontario. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.