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**HORIZON SCHOOL DIVISION**  
**POLICY HANDBOOK**

**Policy Code:** DJF  
**Policy Title:** Purchasing Procedures  
**Cross Reference:**  
**Legal Reference:**  
**Adoption Date:** April 21, 1998,  
**Amendment or Re-** March 20, 2003,  
**affirmation Date:** February 24, 2015

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS ALL SCHOOLS AND DEPARTMENTS TO FOLLOW PURCHASING PROCEDURES THAT WILL MAXIMIZE THE EDUCATIONAL VALUE DERIVED FROM THE EXPENDITURE OF FUNDS.

**GUIDELINES**

1. Schools shall comply with the terms and conditions of all jurisdictional purchasing contracts
  - 1.1 This includes the requirement to purchase technology through the technology department and in compliance with any signed jurisdictional technology agreements.

**REGULATIONS**

**1. Purchase Orders**

- 1.1 Generally all supplies and equipment shall be ordered through Division Office on the appropriate purchase order forms which must be signed by the Principal (for schools) and by the Manager (for departments).
- 1.2 Purchases should be made in writing to avoid errors in ordering.
- 1.3 A purchase order must be completed at the time of ordering with a copy being sent to division office immediately after the order is received.
- 1.4 Within five days of receiving an order, the Principal (or designate) or department Manager shall ensure that packing slips are checked and returned to division office for payment processing.

**2. Paper Purchase Through Bulk Tender**

- 2.1 When possible schools should purchase most of their paper supplies through the annual jurisdiction bulk purchase.
- 2.2 By the last courier day in January of each year schools shall submit their requests on the appropriate form provided by division office.
- 2.3 The Principal (or designate) shall ensure that the packing slips are checked with deficiencies identified and sent to division office within five days of receipt of supplies.

**Policy DJF – Purchasing Procedures, Cont'd.**

**3. Petty Cash**

- 3.1 If advantageous, schools may purchase low cost items from their petty cash accounts and submit a collection of proof of purchase documents together with a requisition or purchase order to division office for reimbursement.
- 3.2 Receipts must be provided for the claim to be valid.
- 3.3 Petty cash claims/receipts must be claimed in the school year in which the expense occurred. Petty cash claims must be submitted to division office either monthly or when the claim amount reaches \$500.

**4. Visa**

- 4.1 Corporate visas are available to principals and secretaries at each school via the Associate Superintendent of Finance and Operations. They are a preferred method of payment for decentralized items rather than using petty cash and staff's personal funds.
- 4.2 Those utilizing Visas must adhere to jurisdiction practices and procedures