



Windsor-Essex Catholic District School Board

Section: Finance

Policy: F: 02
Purchasing/Disposal of Assets

POLICY:	F:02
EFFECTIVE:	October 24, 2000
AMENDED:	April 28, 2009
RELATED POLICIES:	PrF:02,A:04,PrA:04, A:12,A:27, PrA:27,A:28,A29, F:01,PrF:01, F:04,SC02,T:02, PrT:02
REPEALS:	F: 03, A:10
REVIEW DATE:	2011-2012

1.0 Objective

- 1.1 To ensure the acquisition of goods and services is undertaken in an open and transparent manner in accordance with sound business practices in order to provide the best value to the Board.
- 1.2 To ensure that Board assets are properly identified when they are no longer of suitable benefit to the Board or are deemed surplus, obsolete or beyond repair, and that such assets are disposed of through an open and transparent process that returns the maximum value possible to the Board.

2.0 Guiding Principles

- 2.1 The Windsor-Essex Catholic District School Board shall strive to purchase goods and services that meet the requirements of the Board at the lowest overall cost from approved vendors.
- 2.2 In keeping with Catholic social teaching, the Board recognizes that the overall cost may include consideration of non-monetary costs, such as environmental impact, energy efficiency and labour practices.
- 2.3 The Board shall utilize sound business practices, consistent with its educational goals, to purchase all goods and services required for the continuing operation of all schools, buildings, and departments.
- 2.4 The Board shall support and participate in cooperative purchasing with other school boards and governmental agencies when in the best interests of the Board.

3.0 Specific Directives

- 3.1 The Board will undertake all purchasing and disposal of assets in compliance with all applicable legislation and regulations.

- 3.2 The Board will undertake all purchasing and disposal of assets in accordance with this policy and all other related Board policies and procedures.
- 3.3 Purchases made by Board Trustees or by employees of the Board outside of the provisions of this policy shall be the sole responsibility and sole obligation of the person making the purchase and shall not be the obligation of the Board.
- 3.4 There shall be no undue influence exercised by Board Trustees or by employees of the Board to obtain preferential treatment for themselves, or for any vendor, or for any other individual or organization.
- 3.5 Administration shall develop procedures necessary to implement this policy.

4.0 Responsibility

- 4.1 The Director of Education shall be responsible for the implementation of this policy.
- 4.2 The Superintendent of Business shall be responsible for the administration of any procedures arising specifically out of this policy.

5.0 Review and Evaluation

- 5.1 The policy shall be reviewed during the 2011 – 2012 policy review cycle.

6.0 References

A: 04 Travel, Meal, Professional Development and Compensation for Use of Auto Policy
Pr A: 04 Travel, Meal, Professional Development and Compensation for Use of Auto Procedure
A: 12 Code of Ethics/Conflict of Interest
A: 27 Purchasing Card Policy
Pr A: 27 Purchasing Card Procedure
A: 28 Advertising Expenditures Policy
A: 29 Advocacy Expenditures Policy
F: 01 Donations/Sponsorships/Partnerships Policy
Pr F: 01 Donations/Sponsorships/Partnerships Procedure
F: 04 Sweatshop Free Purchasing Policy
SC: 02 Fundraising Policy
T: 02 Conventions, Meetings, Out of Pocket Expenses Policy
Pr T: 02 Conventions, Meetings, Out of Pocket Expenses Procedure