



Purchasing Policy-Procedure

It is the intent that Managers and Administration of SEC get three quotes when purchasing or obtaining services in excess of \$2,500.00 where comparable companies exist for services or goods. Exemptions can be authorized by Finance & Operations Manager if applicable. In order to ensure there is no conflict of interest, a decision shall be made by the Finance & Operations Manager and if required by the Director/Principal.

SEC Department Managers are required to fill out a manual **detailed** purchase order document from pre-purchased books for the purchase of goods and services, or detailing a work order sheet sent with the purchase order. One purchase order shall be given to the vendor via fax or delivery and a copy shall remain in the purchase order book.

As goods are received, the date should be noted on the purchase order and submitted to the Finance & Operations Manager for reconciliation to invoice that will be received. As Services are completed, the date should be noted on the purchase order and submitted to the Finance & Operations Manager for reconciliation to invoice that will be received.

The Kitchen Manager is exempt for food orders as the invoice and packing slip act as one document. The Maintenance Manager is exempt for getting approval for orders over \$2500.00 when it comes to cleaning supplies, as these orders are placed in bulk, however a purchase order and company order is completed.

Purchases outside of this policy are on a case by case basis such as with Canteen orders or the use of petty cash.

Monthly, a review of all Managers purchase order books are reviewed, and outstanding purchase orders not received are reviewed in detail by the Finance & Operations Manager.

Adoption Date: August 21/12	Revision Date:
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