

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 400 – Business Administration

### **POLICY 408: PURCHASING**

#### **BACKGROUND**

As directed under the Education Act, a Board shall maintain, repair, furnish and keep in good order all its real and personal property. As well, the Board of Trustees may acquire instructional materials for use in programs or in schools.

#### **POLICY**

The Board directs that materials, services and capital assets shall be acquired through the use of a fair and transparent process that achieves the greatest value for funds expended.

#### **GUIDELINES**

1. The procurement function shall provide the best available materials, services, or equipment in accordance with the criteria of:
  - 1.1. cost;
  - 1.2. reliability of the product and supplier;
  - 1.3. ability to deliver on time;
  - 1.4. after sales service, maintenance and warranty; and
  - 1.5. features of the product.
2. As a general rule, purchasing of materials, services, or equipment will be conducted through a competitive process.
3. The concept of centralized purchasing is supported by the Board.

#### **ADMINISTRATIVE PROCEDURE**

[608 P 001 - Purchasing](#)

#### **REFERENCES**

Alberta Education – Education Act

**Approved:** September 7, 2004

**Revised:** December 5, 2016