



PURCHASING APPROVAL

\$20,000 TO \$50,000

Category II: Invitational Quotations.

- Purchases in excess of \$20,000 shall be made under the oversight of the Secretary Treasurer.
- The budget manager inviting quotations shall develop in

written form minimum specifications for the goods or service to be purchased.

- Purchases shall be made on the basis of written quotations.
- Acceptance of the successful quotation shall be made by the Secretary Treasurer.

Where possible, three quotes should be obtained. Please list the quotes obtained, and attach documentation from the vendors (if any) and the summary of the minimum specifications for the goods or services. Please contact the Secretary Treasurer to obtain the list of vendors who indicated they wished to be contacted. If you are unable to obtain three quotes, see below and contact the Secretary Treasurer.

Products or Services being Purchased _____

	Name	Amount
Successful Vendor	_____	_____
Other Quote	_____	_____
Other Quote	_____	_____

In instances where it is not reasonable to proceed in accordance with the provisions of the above (i.e.: vendor monopoly; limited national or international distribution; direct transactions with wholesale suppliers) the Secretary Treasurer in consultation with the Board Chair and Superintendent, may make alternative purchasing arrangements to expedite the affairs of the Division while protecting its financial interest in the transaction so far as is reasonable. The Secretary Treasurer shall report to the Board of Trustees each time that alternative purchasing arrangements are made.

Signed: _____ Dated: _____
School Principal or Budget Manager

Signed: _____ Dated: _____
Secretary Treasurer