



# Hastings and Prince Edward District School Board

*A Great Place to Learn and A Great Place to Work!*

Dwayne Inch, Chair of the Board

Rob McGall, Director of Education

## NOTICE OF MEETING

This notice is to confirm that the next regular meeting of the  
**Operations and Finance Committee** will be held on:

**Tuesday, October 11, 2011**  
**commencing at 7:00 p.m.**  
**in the Board Committee Room at the Education Centre**  
**156 Ann Street, Belleville, Ontario**

The agenda and supporting documents for this meeting are attached to this notice.

**Dave Patterson**  
Chair, Operations and Finance Committee

**Dave Rutherford**  
Superintendent, Business Services

**Committee Members: M. Brant S. Clements, T. Goodfellow, M. Hall, D. Inch, D. Patterson,  
A. Martin (Student Trustee)**



# Hastings and Prince Edward District School Board

*A Great Place to Learn and A Great Place to Work!*

Dwayne Inch, Chair of the Board

Rob McGall, Director of Education

## Operations and Finance Committee PUBLIC AGENDA

Regular meeting of  
October 11, 2011 – 7:00 p.m.  
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
	Delegations/presentations Approval of agenda Approval of minutes – September 12, 2011 Business arising from the minutes		
<b>B</b>	<b>Recommendations</b>		
	Start time for Operations and Finance Committee meetings	B-1	D. Rutherford
<b>C</b>	<b>Information</b>		
	Capital Project Update	Verbal	D. Tregenza
	Trustee Expense Reimbursement	C-1	D. Rutherford
	Procedure 505: Purchasing and Procedure 507: Purchasing Cards	C-2	D. Rutherford
	Trustee proposals and queries	Verbal	
<b>D</b>	<b>Correspondence</b>		
	None		
	Move into closed session		

**Next regular meeting: November 7, 2011**

**Committee Membership:** *M. Brant, S. Clements, Vice-chair, T. Goodfellow, M. Hall, D. Inch, D. Patterson, Chair, Student Trustee A. Martin*



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
OPERATIONS AND FINANCE COMMITTEE  
PUBLIC MEETING MINUTES  
September 12, 2011  
DRAFT**

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**Members present:** M. Brant, S. Clements, T. Goodfellow, M. Hall, D. Inch, D. Patterson, Chair

**Student Trustee:** None

**Regrets:** None

**Guests:** None

**Resource:** R. McGall, D. Rutherford, D. Tregenza

**Minutes:** C. Reid, Administrative Assistant

**Call to order**

The public meeting was called to order at 7:00 p.m.

**Delegations/presentations** - None

**Approval of agenda**

Moved: M. Hall  
Seconded: M. Brant

**That the agenda be approved.**

Carried

**Approval of minutes**

Moved: T. Goodfellow  
Seconded: D. Inch

**That the minutes of the June 13, 2011 regular meeting be approved.**

Carried

**Business arising from the minutes**

Clarification was sought regarding start times of committee meetings. It was confirmed that the Program and Human Resources Committee members made a decision to change the start time of those committee meetings to 5:30 p.m. The Operations and Finance Committee will continue to meet at 7:00 p.m. except when multiple committee meetings occur on the same date.

Trustee Inch noted that he chaired the meeting of June 13, 2011. There was no challenge raised regarding his seconding the approval of the minutes.

**Recommendations**

**Request for proposal: architectural services**

Controller of Facility Services, Don Tregenza commented on Report No. B-1, noting that the total Ministry funding for the two school construction projects in Stirling and Tweed is \$19.2 million. The Ministry has recommended that the same architect be used for both projects for cost savings purposes.

A total of 15 RFP submissions were received by August 23, 2011. The percentage fee of construction cost ranged from 5.35% to 11.99%, which is a considerable span on a project of this scope. An analysis of the submissions was performed which examined each proponent's qualifications, experience, project management skills, understanding of the 21<sup>st</sup> Century design concept for student needs, extent of services and proposed fees. After a detailed analysis of each submission, Ventin Group Limited achieved the highest score ranking from all three scorers. Ventin Group has offered the lowest cost fee proposal. The company is based in Brantford but maintains a satellite project management office in Belleville. They have extensive school project experience throughout Ontario and offered excellent references.

It was noted that this company has worked extensively with the local Catholic board, the Trillium Lakelands board and Hamilton-Wentworth. The letters of reference provided dated from the 1980's to present and were all excellent. The company has a history of being within budget and on time in other projects. The fee accounts for 40% of the scoring. It was confirmed that academic staff will be consulted to provide input into the design of the schools, as well as various community members and trustees. Although the Ministry is encouraging repeat designs in order to provide cost savings, there may be some differences in design to provide for some individuality. The consultations will help to determine the final design of the schools.

Moved: T. Goodfellow  
Seconded: S. Clements

**That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board award a project management and architectural design services contract for the new Stirling and Tweed unnamed schools to Ventin Group Limited as contained in the Operations and Finance Committee Report No. B-1 dated September 12, 2011.**

A question was raised regarding the requirement for an Accommodation Review. It was confirmed that there is no requirement for an Accommodation Review and that is why the Board needs to build in consultation with the various internal and external community stakeholders to recognize importance of community attachment to the facilities. Trustee Goodfellow put forth her name to participate in these consultations.

Carried unanimously

### **Information**

#### **Capital projects update**

Controller of Facility Services, Don Tregenza provided an update regarding construction projects that were taking place over the summer at York River Public School, Athol-South Marysburgh Public School, Prince Charles School (Belleville) and Sir John A. Macdonald Public School.

Prince Charles (Belleville) and Athol-South Marysburgh were open to receive students on Tuesday, September 6. Sir John A. Macdonald has been the most challenging of the projects. It will be ready for occupation on September 23. York River will be ready for occupation within days. Moves into both facilities are schedule to take place over the weekend of the September 23 PA day. Positive comments were shared regarding all of the projects and the committee thanked Controller Tregenza for the pictorial update.

#### **Mileage rate of reimbursement**

Superintendent Rutherford stated that Administrative Procedure 510 requires that administration carry out an annual survey each year to determine the kilometer rate for reimbursing individuals who are authorized to use their personal vehicles on board business. The effective date of any potential change is to be September 1 of each school year.

The average rate of reimbursement for the seven organizations surveyed is \$.45/kilometer. The current board rate is \$.44 and therefore administration is not recommending a change for 2011-2012. The Government of Ontario currently reimburses at the rate of \$.40/km, however senior staff are not suggesting that the board reduce its rate to \$.40 because the Government Ontario last reviewed its rate in 2006. It was noted that municipalities, who have higher rates of reimbursement, are not governed by the Broader Public Sector Expense Directive because they are funded primarily through property taxes.

#### **Enrolment update**

Superintendent Rutherford noted that preliminary elementary enrolments were tabulated on Friday, September 9, although the official count date is October 31. Overall, the projected elementary enrolment was 9452 and the approximate FTE currently sits at 9448.5. JK and SK were higher than projected. Due to the fact that 90% of primary classes are required to have 20 students or less and not exceed 23. there

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are a number of challenges being faced in the schools that may require some reorganization of students or some additional staff assigned. A more comprehensive update will be provided at the Program and Human Resources Committee meeting and at the Board meeting this month.

Committee members inquired about specific geographic areas. It was noted that North Hastings is up overall by 25 students, the majority of which at York River. Trenton is down in some schools, but up in others. A question was raised regarding the new Catholic school in Marmora and whether or not that has affected enrolment in Marmora. It was confirmed that enrolment was lower than projected at Earl Prentice, but Grade 4 is now at Marmora Senior.

#### **Trustee expense report**

Trustee expenditures for the period ending August 31, 2011 were reviewed. Overall, expenses were slightly higher than actual budget. Due to a change in the way expenses were charged for the OPSBA annual meeting and labour relations meeting, trustees were over budget in travel and under budget in workshops and conferences. This year, the budget will be adjusted to reflect this change.

Clarification was sought regarding the expenses of OPSBA directors. It was confirmed that the trustee will receive an expense form from OPSBA which will be submitted to OPSBA to cover expenses. It was noted that other trustees are welcome to attend OPSBA meetings as well and could access some of their professional development money in order to do so. This information will be shared with all trustees at the Board meeting.

It was suggested that another budget category be created for out-of-district board business. Currently all travel and accommodation is being charged to travel unless it is professional development, so it appears that trustee travel expenses are much higher than normal.

#### **Year 2 AiM System Plan update**

Director McGall provided the most recent draft of the Year 2 AiM System plan. On Monday, September 19 at the trustee retreat, it will be reviewed in detail and feedback will be sought from trustees. It will also be reviewed at the Program Human Resources Committee where a recommendation will be made to the Board for final approval. Clarification was sought regarding the achievement level goals and information was provided that detailed how those goals were determined.

#### **Correspondence – None**

The Operations and Finance Committee meeting adjourned at 7:48 p.m.



**Decision   X   Information**

**To:** The Chair and Members of the Operations and Finance Committee

**From:** Dave Rutherford, Superintendent of Business Services

**Re:** **Start time for Operations and Finance Committee meetings**

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**Purpose**

The purpose of this report is to seek approval of committee members to commence the Operations and Finance Committee meetings at 7:00 p.m. effective October 2011.

**Background**

Board Policy 11-C: Operations and Finance Committee states:

**4. MEETINGS**

4.1 The Operations and Finance Committee shall schedule meetings for the second Monday evening of each month in which a regular meeting of the Board is held, with the following exceptions:

- a) There will be no regular committee meeting in December.
- b) In June the meeting shall be held on the first Monday evening.
- c) Where the second Monday of any month falls on a statutory holiday, the meeting shall be held on the Tuesday immediately following the holiday.

**Current situation**

The Program and Human Resources Committee has agreed to a start time of 5:30 p.m. for their regular meetings. In months when other meetings occur on the same evening that committee has suggested that start times may be adjusted accordingly. Discussion at Operations and Finance Committee meetings has occurred with respect to having a committee start time of 7:00 p.m. Such a move would require the Program and Human Resources Committee to move their start times to 5:30 even on days when multiple committee meetings occur in the same evening.

**Appendices - None**

**Recommendation**

Moved:  
Seconded:

**That subject to the consent of the Program and Human Resources Committee, the start time of the regular meetings of the Operations and Finance Committee be 7:00 p.m. effective October, 2011, as contained in Operations and Finance Committee Report No. B-1, dated October 11, 2011.**

Respectfully submitted,

**Dave Rutherford  
Superintendent of Business Services**



**Decision** \_\_\_\_\_ **Information** **X**

**To:** The Chair and Members of the Operations and Finance Committee  
**From:** Dave Rutherford, Superintendent of Business Services  
**Re:** **Trustee Expense Reimbursement**

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**Purpose**

To review trustee expense reimbursement for the period ending September 30, 2011.

**Background**

In accordance with Policy 3-F: Trustee Expense Reimbursement, it is the responsibility of the Operations and Finance Committee to review board members' expenditures on a monthly basis.

**Current situation**

Trustee expenditures for the period ending September 30, 2011 are attached as Appendix A.

**Appendices**

Appendix A – Trustee expenditures for the period ending September 30, 2011.

Respectfully submitted,

**Dave Rutherford**  
**Superintendent of Business Services**



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD**  
**TRUSTEE EXPENDITURES**  
**FOR THE PERIOD FROM SEPTEMBER 1, 2011 TO SEPTEMBER 30, 2011**

		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
<b>Internet / Communications - Policy 3F Section 3.1</b>				
611	Student Trustees	-	-	
640	Dwayne Inch	-	-	
643	Mike Brant	-	57.95	
644	S. Clements	-	-	
645	T Goodfellow	-	59.45	
646	Mary Hall (Vice Chair)	-	-	
648	Carl Pitman (Chair)	-	60.38	
649	Jim Williams	-	47.96	
651	Budget	8,950.00	-	
652	Lucille Kyle	-	129.45	
653	Dave Patterson	-	61.87	
654	Jennifer Cobb	-	-	
		<b>8,950.00</b>	<b>417.06</b>	<b>8,532.94</b>
<b>Travel - Policy 3F Section 3.3</b>				
611	Student Trustees	-	125.63	
640	Dwayne Inch	-	276.06	
643	Mike Brant	-	-	
644	S. Clements	-	-	
645	T Goodfellow	-	-	
646	Mary Hall (Vice Chair)	-	-	
648	Carl Pitman (Chair)	-	-	
649	Jim Williams	-	-	
651	Budget	32,500.00	-	
652	Lucille Kyle	-	522.62	
653	Dave Patterson	-	27.14	
654	Jennifer Cobb	-	-	
		<b>32,500.00</b>	<b>951.45</b>	<b>31,548.55</b>
<b>Workshops &amp; Conferences - Policy 3F Section 3.4</b>				
611	Student Trustees	6,000.00	320.00	5,680.00



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD**  
**TRUSTEE EXPENDITURES**  
**FOR THE PERIOD FROM SEPTEMBER 1, 2011 TO SEPTEMBER 30, 2011**

		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
640	Dwayne Inch	2,500.00	(223.74)	2,723.74
643	Mike Brant	2,500.00	-	2,500.00
644	S. Clements	2,500.00	-	2,500.00
645	T Goodfellow	2,500.00	-	2,500.00
646	Mary Hall (Vice Chair)	2,500.00	-	2,500.00
648	Carl Pitman (Chair)	2,500.00	-	2,500.00
649	Jim Williams	2,500.00	-	2,500.00
652	Lucille Kyle	2,500.00	-	2,500.00
653	Dave Patterson	2,500.00	-	2,500.00
654	Jennifer Cobb	2,500.00	-	2,500.00
		<u>31,000.00</u>	<u>96.26</u>	<u>30,903.74</u>
		<u>72,450.00</u>	<u>1,464.77</u>	<u>70,985.23</u>



**Decision** \_\_\_\_\_ **Information** **X**

**To:** The Chair and Members of the Operations and Finance Committee

**From:** Dave Rutherford, Superintendent of Business Services

**Re: Procedure 505: Purchasing  
Procedure 507: Purchasing Cards**

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**Purpose**

To provide an update on revisions to Procedure 505: Purchasing and Procedure 507: Purchasing Cards.

**Current situation**

Procedure 505: Purchasing and Procedure 507: Purchasing Cards have been reviewed by administration and revised to reflect current practices and Ministry Guidelines.

**Appendices**

Appendix A – Procedure 505: Purchasing  
Appendix B – Procedure 507: Purchasing Cards

**Recommendation**

For information

Respectfully submitted,

**Dave Rutherford  
Superintendent of Business Services**



## Hastings and Prince Edward District School Board

### PROCEDURE 505

<b>Adopted</b>	March 29, 2005
<b>Last Revised</b>	October 6, 2008
<b>Review Date</b>	October, 2013

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## PURCHASING

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### PURPOSE

Hastings and Prince Edward District School Board supports a central purchasing department and encourages cooperative procurement practises as a means of obtaining maximum value for each dollar spent, consistent with the educational goals of the district and fair business principles.

In order to implement this administrative procedure, the supervisor of purchasing services, under the authority of the superintendent of business services , will adopt and practise recognized procurement procedures.

The adopted procedures will ensure cost effectiveness and efficiency within the system and provide quality materials, supplies and services consistent with the needs and in the best interests of the district.

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## 1. CODE OF ETHICS

To ensure an ethical, professional and accountable supply chain, all individuals involved with supply chain activities such as planning, purchasing, contracting, logistics and payment must adhere to the following principles:

### **Personal Integrity and Professionalism**

All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities. Respect must be demonstrated for each other and the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours (above infrequent and reasonable hospitality or business gifts of a small intrinsic value), providing preferential treatment, or publicly endorsing suppliers or products.

### **Accountability and Transparency**

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

### **Compliance and Continuous Improvement**

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the Laws of Canada and Ontario. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels and to share leading practices.

## 2. SEGREGATION OF DUTIES AND APPROVAL AUTHORITY LEVELS

### *Mandatory Requirement #1: Segregation of Duties*

### 2.1 Segregation of Duties

Segregation of duties prevents any one person from controlling the entire purchasing process by segregating approvals for the key stages of the supply chain process. The five procurement rules that require segregated approval are listed below:

Procurement Roles	Explanation	Who
Requisition to Purchase	Authorize Purchasing Services to place an order	Board Staff requesting product or service
Budget	Authorize funding is available to cover cost	Departmental budget holder
Commitment	Authorize release of the order to the supplier under agreed-upon contract terms	Purchasing Services Supervisor or Buyer
Receipt	Authorize that the order was physically received, correct and complete	Board Staff receiving the goods or service.
Payment	Authorize release of payment to the supplier	Accounting Services

2.2 **Approval Authority** *Mandatory Requirement #2: Approval Authority*

The approval authority levels outlined below are as per Board Policy No. 2 (governance By-Laws and Standing Rules).

<b>Total Purchase Amount</b>	<b>Delegated Purchasing Authority Level</b>
=/> \$200,000.00	Board
=/< \$200,000.00	Director of Education Superintendent of Business Services
=/< \$100,000.00	Superintendent of School System Principals Controller of Facility Services Senior ITS Officer
=/< \$ 50,000.00	Assistant Superintendent Manager of Operations & Maintenance Senior Project Manager (ITS)
=/< \$ 25,000.00	Principals Managers and Supervisors with Department Responsibility

**3. PROCUREMENT PROCESS**

*Mandatory Requirement #3: Competitive Procurement Thresholds*

**3.1 Procurement Thresholds for Goods and Non-Consulting Services**

Total Value	Procedure Tender/RFP Requirements	Method of Acquisition
\$ up to \$ 75.00		Petty Cash
\$ up to \$1,000.00	Purchasers choice for non-contract items  Contract Items Only (Commodity information supplied to schools by Purchasing Services)	Purchasing Card, Invoiced to pay  Purchase Order  <b>Purchase Order only</b> for Furniture and Equipment
\$1,000.01 to \$5,000.00	Informal Quotations via catalogues, verbal, fax, email	Purchase Order
\$ 5,000.00 to \$100,000.00	Three (3) written quotations through any one of the following: i) HPEDSB Request for Quotation or ii) supplier letterhead or iii) Vendor of Record	Purchase Order
=/>\$100,000.01	Open competitive procurement process (RFQ, RFT, RFP) posted electronically on biddingo.ca, invitational source list.	Purchase Order

**Notations:**

- 1) **Regardless of dollar value, all furniture and equipment must be purchased on a purchase order. In situations where a supplier will not accept purchase orders the method of acquisition must be pre-authorized by Purchasing Services.**
- 2) **To ensure timely completion of projects and to purchase materials for such projects, Facility Services and Information Technology Services may request informal quotations for procurements up to \$10,000**

**3.2 Procurement Thresholds for Consulting Services**

Total Value	Procurement Method	Approval Authority
\$0 to \$100,000.00	Invitational or Open Competitive	Schedule 2.2
\$100,000.00 or more	Open Competitive	Schedule 2.2

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3.3 **Definitions for Consulting Services**

**Consulting Services** means the provision of expertise or strategic advice that is presented for consideration and decision-making. This service regardless of value will be procured by competitive process.

**Consultant** means a person or entity under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making. This service regardless of value will be procured by competitive process.

3.4 **Procurement Thresholds for Professional Services**

Total Value	Procurement Method	Approval Authority
\$0 to \$100,000.00	Non-competitive	Schedule 2.2
\$100,000.00 or more	Invitational	Schedule 2.2

3.5 **Definitions for Professional Services**

**Professional Services** means such services include preparation of drawings and specifications by Architects and Engineers as required under the Ontario Building Code. Other services include preparation of audited financial statements by Chartered Accountants and legal opinions related to specific staffing or property issues prepared by licensed legal counsel.

Professional services are exempt from the Consulting Services requirements, and must be in accordance with applicable Trade Agreements. The professional service must be part of a legislated requirement for certification of the work to be provided.

**4. COMPETITIVE PROCUREMENT**

4.1 **Application**

Purchasing Procedure Form 505-1 Application to Tender, Quote or Issue Request for Proposal must be completed by the department head of the originating department to request competitive procurement process on any supply or service with a value of \$100,000.00 or greater. For consideration to bypass the competitive process, Form 505-2 must be completed and authorized by the Superintendent of Business Services and attached to the purchase order.

4.2 **Information Gathering** *Mandatory Requirement #4: Information Gathering*

Request For Expressions of Interest (RFEI, RFI, RFEOI), Optional non-competitive process for information gathering on supplier capabilities, qualifications and interest and to gain a better understanding of the capacity of the supplier community to provide the services or solutions required. Responses will not pre-qualify a potential supplier. Information collected will facilitate the best possible method for the competitive process.

- 4.3 **Pre-Qualification** *Mandatory Requirement #5: supplier Pre-Qualification*  
Request for Supplier Qualifications (RFSQ), Competitive process to gather information on supplier capabilities and qualifications, with the intent to either follow through with RFP or RFT process with pre-qualified suppliers or establish a Vendor of Record (VOR) for supplying materials or services in future.
- 4.4 **Posting Competitive Procurement Documents**  
*Mandatory Requirement #6: Posting Competitive Procurement Documents*  
Request for Tender or Proposal (RFT, RFP), Purchases at or over \$100,000.00 will follow competitive procurement process by advertised Requests for Tender (RFT) or Requests for Proposal (RFP) and opened in public. All RFT's and RFP's that meet or exceed, \$100,000 are posted on www.biddingo.com. Suppliers may also be invited based on source lists or Vendor of Records.
- 4.5 **Timelines for Posting Competitive Procurements**  
*Mandatory Requirement #7: timelines for Posting Competitive Procurements*  
Timelines for competitive responses will be a minimum of fifteen (15) working days and may extend beyond depending on the complexity of the procurement requirements.
- 4.6 **Bid Receipt** *Mandatory Requirement #8: Bid Receipt*  
Closing date will fall on a normal working day (Monday to Friday). The Supervisor of Purchasing Services shall be responsible for securing submissions received in a locked safe until the time of opening. It is the bidder's responsibility to ensure that the Tender/RFP is received by the deadline. Submissions received after the closing time will be returned unopened.
- 4.7 **Opening Bid Procedure**  
Opening shall take place as soon as possible after the announced closing time.  
  
Opening shall be in public, with the exception of purchase or sale of property which shall be opened in private.  
  
Opening committee for requests of \$200,000.00 or more shall consist of a chair, who shall be a member of the Board of Trustees, and the following officials or their designated representatives:
- Superintendent of Business Services
  - Supervisor of Purchasing Services, who shall act as secretary; and
  - Head of the department directly related to the requirement.
- Each Tender/RFP opened shall be initialled by the chair.  
  
Upon opening the Supervisor of Purchasing Services shall ensure that the Tender/RFP conforms to all mandatory criteria and shall advise the Tender Opening Committee of any circumstances or conditions in the tender which might invalidate the tender. If a Tender/RFP is rejected, the chair of the Tender/RFP Opening Committee shall note on the Tender/RFP that it has been disqualified and initial it.
- 4.8 **Evaluation Criteria** *Mandatory Requirement #9: Evaluation Criteria*  
Competitive procurement documents will outline mandatory, rated and other criteria that will be used to evaluate submissions, including weight of each criterion. The evaluation criteria may be altered to the competitive procurement document by means of addendum.  
  
If alternative strategies or solutions will be considered the evaluation criteria for this evaluation will form a separate part of the procurement document.

**4.9 Evaluation Process Disclosure***Mandatory Requirement #10: Evaluation Process Disclosure*

Evaluation methodology, process used in assessing submissions and method of resolving a tie score is identified within the Tender/RFP. The supervisor of purchasing services shall notify, in writing, any submissions deemed disqualified stating the reasons therefore. Where only one valid tender is received, a recommendation shall be submitted to the Board by the department responsible for the procurement request.

**4.10 Evaluation Team** *Mandatory Requirement #11: Evaluation Team*

Evaluation team members are made aware of all restrictions related to the confidential information or activity associated with the competitive process. Evaluation team members must sign a purchasing procedure form 505-3 Evaluation Team Conflict-of-Interest Declaration and Non-Disclosure agreement before each evaluation. The Evaluation Team shall review the compliant submissions with the Evaluation Team Lead.

**4.11 Evaluation Matrix** *Mandatory Requirement #12: Evaluation Matrix*

Each member of the evaluation team is supplied with an evaluation matrix to support fair and open evaluation of the competitive responses.

If bids are not responsive to the requirement, do not represent fair market value or exceed the allotted budget, the process may be cancelled. A revised solicitation or negotiations with a qualified supplier may take place.

Clarification may be requested from any or all respondents during evaluation period.

Where acquisition is for supply, service, and quality and all are considered equal and the price is below Agreement on Internal Trade (AIT) compliance, order process shall lie first with a vendor within the board's jurisdiction, second with a vendor within Ontario.

**4.12 Winning Bid** *Mandatory Requirement #13: Winning Bid*

Following evaluation completion by each member the team selects the submission that has met all mandatory requirements and will obtain maximum value for each dollar spent as declared by the highest evaluation score.

**4.13 Non-Discrimination** *Mandatory Requirement #14: Non-Discrimination*

Where acquisition for supply, service, and quality are considered equal and price is at or above Agreement on Internal Trade (AIT) compliance, the board shall not discriminate:

- Between the goods or services of a particular province or region.
- Between the suppliers of such goods or services of a particular province or region and those of any other province or region.
- The board shall not impose or consider, in the evaluation of bids or the award of contracts, local content or other economic benefits criteria that are designed to favour the goods and services of a particular region or province or the suppliers of a particular province or region of such goods or services.

**4.14 Executing the Contract** *Mandatory Requirement #15: Executing the Contract*

The agreement between the Board and a successful vendor must be defined formally in the form of written and executed contracts before the provisions of the goods, services or construction commences. A copy of the Agreement to Contract must be included with the bid documents during a competitive procurement process.

**4.15 Establishing the Contract** *Mandatory Requirement #16: Establishing the Contract*

- The contract(s) will be finalized using the Agreement to Contract form that is included in the procurement document.
- 4.16 **Termination Clauses** *Mandatory Requirement #17: Termination Clauses*  
All contracts will include appropriate cancellation or termination clauses.
- 4.17 **Term of Agreement Modifications**  
*Mandatory Requirement #18: Term of Agreement Modifications*  
The procurement document will contain the term of the agreement and the appropriate approval process for any option to extend.
- 4.18 **Contract Award Notification**  
*Mandatory Requirement #19: Contract Award Notification*  
For contracts awarded with a value of \$100,000.00 or greater the successful proponent(s) will be posted on www.biddingo.com following agreement execution.
- 4.19 **Supplier Debriefing** *Mandatory Requirement #20: Supplier Debriefing*  
For contracts with a value of \$100,000.00 or greater the competitive document will outline the debriefing process for unsuccessful suppliers following the conclusion of the procurement process.
- 4.20 **Contract Management** *Mandatory Requirement #22: Contract Management*  
Contracts resulting from the procurement practise will be managed by the department of responsibility for the supply or service. Payments will be made in accordance with invoice instructions detailed in the procurement document. For service contracts all expense claims will be paid in compliance with the Broader Public Sector Expenses Directive
5. **NON –COMPETITIVE PROCUREMENT**  
*Mandatory Requirement #21: Non-Competitive Procurement*

#### **Exemptions from Competitive Process**

It is recognized that the board may have special circumstances which may require the non-competitive procurement process. Situations that are considered exempt-based can be determined through the Agreement Internal Trade (AIT) or other trade agreements. Emergencies are defined as circumstances or situations beyond anyone's control which have the potential of affecting the health, life or safety of students or other personnel, result in undue financial losses or the prompt restoration of services to minimize interruption. Prior to commencement of non-competitive procurement, supporting documentation using Form 505-2 Waiver of Competitive Process must be completed and authorized by the Superintendent of Business or Director of Education and attached to the purchase order.

**Sole sourcing** is where only one supplier is able to meet the requirements of a procurement request. Situation which includes but not limited to are:

- ensuring compatibility with existing products
- to recognize exclusive rights, such as exclusive licences, copyright and patent rights
- to maintain specialized products that require maintenance
- an absence of competition for technical reasons and no alternative exists
- for work to be performed on a leased building and may only be performed by the lessor
- work to be performed where a warranty or guarantee is held
- purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership
- procurement of original works of art

- procurement of subscriptions to newspapers, magazines or other periodicals
- procurement of real property

**Single sourcing** (where more than one supplier exists) includes but not limited to:

- an unforeseen situation or urgency exists and the goods, services or construction cannot be obtained by means of open competitive procurement procedures
- goods or services regarding matters of confidentiality are purchased and the disclosure of those matters through an open process could compromise confidentiality, health and or safety
- where open process could interfere with the organization's ability to maintain security or order or to protect human, animal or plant life or health

## 6. FREEDOM OF INFORMATION

6.1 All competitive process responses submitted to the board become the property of the board and as such are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* regarding information which may be provided in confidence. Bidders must clearly state, in their bids, if disclosure of any portion of the bid would cause injury to the company.

6.2 MFIPA clause will form part of the contract or procurement document.

## 7. PROCUREMENT RECORDS RETENTION

### *Mandatory Requirement #23 Procurement Records Retention*

All procurement documents required for reporting and/or auditing purposes will be maintained for a period of seven (7) years.

## 8. CONFLICT OF INTEREST *Mandatory Requirement #24: Conflict of Interest*

The board will monitor any potential conflict of interest that may exist in the Supply Chain Activities with employees, advisors, external consultants or suppliers. Anyone involved in the procurement activity must declare all actual or potential conflicts of interest. Evaluation team members must sign a conflict-of-interest and non disclosure agreement (Form 505-3) before each evaluation. Situations that might result in a conflict of interest include the following:

- Engaging in outside employment
- Not disclosing an existing relationship that may be perceived as being a real or apparent influence on their objectivity in carrying out an official role
- Providing assistance or advice to a particular supplier participating in a competitive process
- Having an ownership, investment interest, or compensation arrangement with any entity participating in a competitive process
- Having access to confidential information
- Accepting favours or gratuities from those doing business with the organization

8.1 The board may terminate an agreement where a supplier fails to disclose any actual or potential conflict of interest or fails to resolve its conflict of interest as directed by the board.

**9. BID DISPUTE RESOLUTION** *Mandatory Requirement #25: Bid dispute Resolution*

Dispute Resolution clause will form part of the contract or procurement document.

- 9.1 Bid dispute resolution procedures will comply with the applicable trade agreements.

**10. INSURANCE REQUIREMENTS**

- 10.1 The Board requires proof of coverage as defined in procurement document prior to contract execution. The insurance requirements for tendered construction projects will be defined in the CCDC contract at the time of tendering.

- 10.2 Workplace Safety and Insurance Board Act compliance is the contractor's responsibility to comply with and ensure any sub-contractors are in compliance.

**11. SAFETY**

- 11.1 Certain equipment must have standard approvals or certifications. The minimum requirements will form part of the contract or procurement document where applicable.

- 11.2 Occupational Health and Safety Act regulations will form part of the contract or procurement document where applicable.

- 11.3 Workplace Hazardous Materials Information will form part of the contract or procurement document where applicable.

**12. CO-OPERATIVE PURCHASING**

- 12.1 Hastings and Prince Edward District School Board is participating in competitive procurement with other public bodies that adhere to the Broader Public Sector Procurement Directive.

- 12.2 Procurement will be administered by the purchasing services department with the competitive process responsibility belonging to the co-operative group.

- 12.3 Procurement of goods and/or services through a co-operative venture will be subject to the procedures established by the co-operative and HPEDSB will not be required to solicit independent price quotations.

**13. SURPLUS AND/OR DISPOSAL OF FURNITURE AND EQUIPMENT**

- 13.1 The superintendent, principal or administrative department head shall determine if furniture and/or equipment belonging to the board is surplus, obsolete or scrap to their particular use.

- 13.2 The supervisor of purchasing services, in consultation with the superintendent of business services, shall have the authority to re-deploy, sell, exchange, dispose or trade-in goods declared surplus.

- 13.3 Schools/ central administration offices are required to store surplus furniture and/or equipment on site until transfer or disposal is accomplished as per the following process:

- Surplus or obsolete items will be identified using Form F505-4 Surplus Furniture and forwarded to purchasing services department via email, fax or courier.

- Disposal of items will be identified using Form F505-5 Scrap Furniture and forwarded to purchasing services department via email, fax or courier.
- Purchasing services department will send an electronic notice to the district offering surplus items available stating response timeline. If more than one request is received per item a draw will take place to select the recipient.
- Purchasing services department will email confirmation of recipient and delivery location to facility services to coordinate pick-up and deliveries as their schedule permits in accordance with procedure 586 District Courier Service.
- Items not claimed will remain in the school/departmental office location until such time it is requested or deemed obsolete.
- Central storage does not exist for items not claimed.

13.4 Receiving locations are responsible to:

- ensure any space or electrical requirements can be met, if not, pay any costs associated
- pay any associated costs with moving the furniture and equipment that facility services may be unable to accommodate

13.5 Where quantity and/or value exists, school administrators may, in consultation with the supervisor of purchasing services, conduct a public sale process by means of advertised sale in any one of the following methods:

- sealed bid tender process
- auction
- site based sale to their school community

13.6 Any surplus or obsolete item will be disposed of in whichever process is most advantageous to the board if the internal or public process is not applicable. Disposal methods utilizing re-use and recycling will be given preference over landfill. Disposal methods can include:

- donation to educational/charitable/community agency
- trade-in value for upgrading
- sale to scrap dealer
- disposal to recycling program
- disposal to landfill site

## 14. ENVIRONMENTAL

14.1 The Board supports environmentally sustainable products and services. Where feasible and cost effective, and all criteria being equal, the Board will give preference to environmentally sustainable products and services. On a commodity basis, the following environmental factors shall be considered when specifications are developed:

- products of recycled and/or recyclable content
- products that meet environmental safety and low toxicity standards and provide acceptable levels of performance
- products and technology that minimize use of paper products
- bulk purchasing



## Hastings and Prince Edward District School Board

156 Ann Street, Belleville, Ontario, K8N 1N9

### FORM 505-1 Application to Tender, Quote or issue Request for Proposal

As per Procedure 505, Section 4 [4.1] the following form must be completed. Once all signatures have been attained please submit to the Purchasing Services Department.

Originating Department:	Date:
FOR:	
Briefly describe the reason for competitive procurement process, frequency (one time requirement or repeat) and any additional pertinent details.	

All pertinent information is attached as follows:

Pertinent Information	Attached	Special Instructions
Instructions to Bidders		
General Conditions		
Scope of Work		
Price Schedule Form		
Proposed Vendor List		
Estimated cost is:		
<b>If this cost is =&gt; \$100,000.00 this form must be signed by the Superintendent of Business Services</b>		

Bid Bond 10% or Certified Cheque Only	Yes	No
Letter of Surety	Yes	No
Performance Bond	Percentage amount is	No
Material and Labour Bond	Percentage amount is	No
Grant Supportable	Yes	No

Proposed closing date and day is:	3:00:00 PM EST on
Specifications originated by:	
Site inspection time, day, date:	
Job completion date:	

Originating Department Authorization Signature: \_\_\_\_\_

Superintendent of Business Services Signature (if applicable): \_\_\_\_\_

RFP / Tender #	
Advertisement - Electronic	www.biddingo.com
Preferred Vendor List supplied by originator?	Yes _____ No _____
Signature	
Supervisor of Purchasing Services	



Hastings and Prince Edward District School Board
156 Ann Street, Belleville, Ontario, K8N 1N9

PURCHASING PROCEDURE FOR COMPETITIVE PROCESS
FORM 505-2 WAIVER OF COMPETITIVE PROCESS

As per Procedure 505, Section 5 the following form must be completed for all emergency, sole source, and single source purchases for justification of the decision to bypass the competitive procurement process.

SUPPLIER NAME: \_\_\_\_\_

PROPOSED PURCHASE VALUE: \_\_\_\_\_

PURCHASE ORDER # \_\_\_\_\_ INVOICE NO. \_\_\_\_\_

Please check off one of the following,
[ ] Emergency [see purchasing procedure 505 # 5]
[ ] Sole Source [see purchasing procedure 505 # 5]
[ ] Single Source [see purchasing procedure 505 # 5]
[ ] Ministry Funding where time is a critical factor
[ ] Exemptions, Exceptions and Non-Applications under Trade Agreements [see BPS Procurement Directive, April 2011, page 30]
[ ] Other, please provide explanation

Please explain why board competitive procurement procedure should be by-passed.

Four horizontal lines for providing an explanation.

We, the undersigned, understand board procurement procedures and have researched this purchase with due diligence, and believe this waiver complies with its intent.

Requestor \_\_\_\_\_ Date \_\_\_\_\_

Dept. Manager \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and Approved:

Purchasing Services Department \_\_\_\_\_ Date \_\_\_\_\_

Superintendent of Business Services \_\_\_\_\_ Date \_\_\_\_\_

Once all signatures have been obtained, please forward to Purchasing Services Department.



**Hastings and Prince Edward District School Board**  
156 Ann Street, Belleville, Ontario, K8N 1N9

**PURCHASING PROCEDURE FOR COMPETITIVE PROCESS  
FORM 505-3**

**EVALUATION TEAM CONFLICT-OF-INTEREST DECLARATION AND NON-DISCLOSURE**

As per Procedure 505, Section 4 (4.10) the following form must be completed by all evaluation team members.

**DESCRIPTION** \_\_\_\_\_

**RFT / RFP #** \_\_\_\_\_ **CLOSING DATE** \_\_\_\_\_

The competition process begins when the competitive procurement documents are issued and ends on the day of notification to the successful bidder; this is commonly referred to as the "blackout period". The purchasing services department is responsible for managing the competitive process.

During the blackout period in all competition situations, it is imperative that all communication with suppliers involved in the process occur formally, through the contact process identified in the competitive documents.

To protect the integrity of a formal procurement process, it is essential that participants in the evaluation team meet their responsibilities to ensure that the team functions effectively.

1. I hereby certify that neither I, nor any member of my immediate family or anyone else having influence over me, has an interest of any kind, is a respondent to the RFT/RFP or a competitor of a respondent to this RFT/RFP. I further certify that in no way do I have a bias in favour or against any respondent to this RFT/RFP, and I understand that such bias would disqualify me from evaluating any proposal.
2. As an evaluation team member, I will receive information and materials that have been determined to be confidential. This includes, but is not limited to supplier information, pricing, specifications and/or other information which is submitted by a bidder. I promise to keep the information and materials confidential. I will return all confidential material to the purchasing services department at completion of the competitive process. In addition, I agree not to disclose any aspect of the evaluation process at any time, including after the award (if any) has been made (except as directed under law).
3. As an evaluation team member, I understand the objective of the procurement and am familiar with the requirements and specifications of the RFT/RFP.

**My signature below acknowledges that I understand my obligations and that I agree to be bound by the terms herein. If any conflict of interest emerges during the competitive process, I will declare it immediately to the Supervisor of Purchasing Services Department.**

Print Name Here: \_\_\_\_\_

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Purchasing Services

\_\_\_\_\_  
Date





**Hastings and Prince Edward District School Board**  
156 Ann Street, Belleville, Ontario, K8N 1N9

**FORM 505-5 Scrap Furniture Form**

Please use this form to list furniture and/or equipment that is declared recycling/garbage.

Submit the form by email [purchasing.services@hpedsb.on.ca](mailto:purchasing.services@hpedsb.on.ca) or fax 613-966-0939 to the Purchasing Services Department.

School/Department Name: \_\_\_\_\_

Principal Approval Signature: \_\_\_\_\_

ITEM #	DESCRIPTION	QTY	OTHER NOTES
<b>Important :</b> Item and <b>quantity</b> along with any other information that may be helpful to Facility Services when scheduling the pick up.			



Hastings and Prince Edward  
District School Board

PROCEDURE 507	
Adopted	March 26, 2007
Last Revised	June, 2011
Review Date	June, 2016

Deleted: October 6, 2008  
Deleted: October, 2013

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## PURCHASING CARDS

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### 1. PURPOSE

Hastings and Prince Edward District School Board utilizes purchasing cards to provide for a cost-effective and efficient method of controlling and processing a large volume of low value purchases.

### 2. DEFINITIONS

**Purchasing Card**—A purchasing card is a corporate credit card issued to approved staff members to facilitate the controlled purchase and payment of goods and services necessary in conducting district business.

### 3. CARD SECURITY

The responsibility for maintaining appropriate security of the card rests with the cardholder.

### 4. CARD LIMITATIONS

Cardholders must not use a purchasing card in the following circumstances:

- a) to purchase items over \$1,000.00, subject to section 5 below;
- b) to split large dollar transactions into two or more purchasing card slips of under \$1,000.00 each. This is referred to as split ticketing and is not allowed. Any large transaction split into multiple purchasing card slips will be considered misuse of the purchasing card and will be dealt with accordingly;
- c) to bypass an existing tendered contract;
- d) to bypass district purchasing procedures;
- e) to obtain a cash advance;
- f) to obtain restricted items as specified on the merchant category groups.

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### 5. EXCEPTIONS

In certain circumstances, due to the nature of the staff member's responsibilities, the \$1,000.00 limit may be exceeded. In such circumstances, approval of the director of education or superintendent of business services is required after consultation with the staff member's supervisor.

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### 6. PERSONAL PURCHASES

Personal use will result in immediate cancellation of the card and disciplinary action as deemed appropriate.

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7. REFUNDS

No cardholder may accept cash or a cheque from a vendor as a refund for a previous purchase. The vendor must in all cases issue a credit to the purchasing card.

8. RESPONSIBILITIES

8.1 Cardholder

The cardholder is responsible for:

- 8.1.1 signing ~~the Acknowledgement of Responsibilities and Obligations of Holders of Purchase Cards (Form F507-1);~~
- 8.1.2 ensuring each purchase remains within the individual's transaction limit and monthly credit limit;
- 8.1.3 ensuring all purchases are made following district procedures;
- 8.1.4 verifying the correctness of the monthly statements and taking appropriate action to identify and correct any errors;
- 8.1.5 keeping all supporting documentation (i.e. purchasing card receipt, credit notes, invoices, etc.) related to the purchase for reconciliation and audit purposes;
- 8.1.6 submitting the monthly statement and supporting documentation to the individual's supervisor for authorization;
- 8.1.7 immediately notifying the board's purchasing card coordinator in the event of a lost or stolen card;
- 8.1.8 ensuring any updates/modifications to the cardholder's name, address, department or area of responsibility are reported to his or her supervisor and the board purchasing card coordinator; and
- 8.1.9 ensuring funds are available prior to any purchase.

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8.2 Cardholder's Supervisor

The supervisor is responsible for:

- 8.2.1 ensuring each cardholder is aware of this administrative procedure and is aware of his or her responsibilities regarding the use of the purchasing card. Activities that contravene this procedure may result in revocation of the staff member's purchasing card;
- 8.2.2 reviewing and signing the purchasing card statement and supporting documentation; and
- 8.2.3 monitoring and controlling the use of purchasing cards, to ensure that the use of purchasing cards conforms to district administrative procedures.

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8.3 Card Administrator

The board's card administrator is responsible for:

- 8.3.1 processing the issuance or cancellation of purchasing cards;
- 8.3.2 ensuring each card holder is aware of this administrative procedure;
- 8.3.3 processing approved changes to card limits;
- 8.3.4 processing changes to a cardholder's business address, department or area of responsibility;
- 8.3.5 assisting cardholders to resolve disputed charges and other matters; and
- 8.3.6 maintaining a master list of all cardholders.

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#### 8.4 Card Coordinator

The board's card coordinator is responsible for:

- 8.4.1 coordinating and monitoring the overall purchasing card program, including this administrative procedure;
- 8.4.2 providing assistance to the accounts payable function in resolving purchasing card payment matters;
- 8.4.3 assisting the board's card administrator in resolving disputed charges and other matters;
- 8.4.4 ensuring that a master list of cardholders is maintained; and
- 8.4.5 monitoring the use of purchasing cards to ensure that proper procedures are being followed.

#### 9. ISSUANCE OF PURCHASING CARDS

Purchasing cards are issued as follows:

- 9.1 Designated cardholders from each school/department will receive a purchasing card.
- 9.2 Applications for each cardholder must be completed and signed by the cardholder, the cardholder's immediate supervisor and the card coordinator.

#### 10. DISTRIBUTION OF PURCHASING CARDS

Purchasing cards are distributed as follows:

- 10.1 New cards will be sent from the credit card company directly to the board's card administrator.
- 10.2 The card administrator will review the cards for accuracy.
- 10.3 The card administrator will notify the new cardholder when the card is received. A copy of Form F507-1 Cardholder Acknowledgement of Responsibilities Form will be sent to the card holder.
- 10.4 Form F507-1 Cardholder Acknowledgement of Responsibilities Form must be signed by the cardholder and returned to the card administrator.
- 10.5 The purchasing card will not be released until the signed Form F507-1 Cardholder Acknowledgement of Responsibilities Form is returned to the card administrator.
- 10.6 The cardholder must sign the back of the card.

#### 11. LOST OR STOLEN PURCHASING CARDS

In the event of a lost or stolen purchasing card:

- 11.1 The cardholder must immediately notify the credit card company, the cardholder's supervisor and card administrator.
- 11.2 If the card is eventually found, it must be cut in half and returned to the card administrator.

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Deleted: principal/department manager

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## 12. CHANGE OF CARDHOLDER

Changes are to be made as follows:

- 12.1 With a change of location, the cardholder's account number will remain the same, only the mailing address and other relevant information will change.

**Deleted:** <#>To change the cardholder's location, Form F507-2 Purchasing Card Change Request Form must be filled in and authorized by the individual's supervisor. The form shall then be sent to the board's card administrator.¶

## 13. CANCELLATION OF PURCHASING CARDS

- 13.1 Cards will be cancelled in the following circumstances:

- upon termination of employment with the board;
- when specifically requested to do so by the supervisor;
- when a change in job responsibility dictates that a card is no longer required in the new position.

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**Deleted:** <#>The cardholder must complete Form F507-2 Purchasing Card Change Request Form and have it authorized by the principal/manager. The card shall be cut in half and returned with Form F507-2 to the card administrator for cancellation.¶

**Deleted:** principal/manager

## 14. DISPUTED CHARGES

Disputed charges are handled as follows:

- The cardholder must notify the credit card company and his or her principal/department manager immediately about disputed items.
- It is the cardholder's responsibility to deal with the credit card company about disputed charges.
- If repeated attempts to settle the dispute have failed, the cardholder shall contact the board's card administrator.

## 15. CONTACTS

### 15.1 Primary Contact

US Bank Canada  
Tel: 1-800-588-8065

### 15.2 Secondary Contact

Accounts Receivable Clerk (card administrator)  
Hastings and Prince Edward District School Board  
Tel: 613-966-1170, ext. 2316  
Fax: 613-969-6374  
E-mail: [accounting\\_services@hpedsb.on.ca](mailto:accounting_services@hpedsb.on.ca)

**16. MONTHLY PROCESSING STEPS**

The steps in the monthly processing are as follows:

- 16.1 Authorized cardholders make purchases in the normal course of doing business. Individual receipts are entered on the debit card requisition screen of the board's financial system. Deleted: into the financial system on the Purchasing Card Transaction Log
- 16.2 Cardholders receive their monthly statements for reconciliation directly from the credit card company. Payment is not made from the individual statements by the cardholder. Accounting services makes all payments. Deleted: ;  
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- 16.3 Cardholders and the cardholder's supervisor must confirm that the purchase receipts match the monthly statements. Deleted: transaction log
- 16.4 Cardholders submit the monthly statement along with the receipts and debit card requisition to the supervisor for review and approval. Deleted: transaction log
- 16.5 Upon approval, the monthly statements, receipts and debit card requisition will be forwarded to accounting services for payment. Deleted: within five days of being received by the cardholder  
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- 16.6 Reconciled statements shall be forwarded to accounting services by the 25<sup>th</sup> of the month.

**Legal References:**

- *Education Act, section 286 Duties of Supervisory Officers: Supervise Business*
- *Ministry of Education Memorandum 2006: B15*

**District References:**

- Administrative Procedure 500 - Financial Integrity
- Administrative Procedure 505 – Purchasing Services
- Form F507-1 Cardholder Acknowledgement of Responsibilities and Obligations of Holders of Purchase Cards Deleted: ¶  
Hastings and Prince Edward District School Board Purchasing Card Manual  
Deleted: Form