



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PURCHASING PROCEDURES

ALL PURCHASES MUST CONFORM TO BOARD PURCHASING POLICY 4013

All Purchase Orders are to be done in SDS Via (<https://sdsweb.hscdsb.on.ca/jetspeed/>)

- All information must be completed including account number using the SDS Via website
- Estimate total cost including freight and taxes
- All orders must be authorized by principal by logging into SDS Via
- **Passwords to SDS Via are NOT to be shared.** If approval is needed and principal is not available contact the Supervisor of Accounting and Payroll
- After the PO has been approved it will be printed at the Board Office (done daily). If a PO needs to be printed immediately please contact the Accounts Payable Clerk.
- An email with the PO attached will be sent to the school's email account as soon as the PO has been printed. This copy is to be kept at the school.
- **A PO will only be faxed or sent into the supplier after it has been approved by the principal and printed at the Board Office. No phone orders are permitted.**
- For confirmation only PO's please indicate in the shipping instructions when entering in SDS Via. If it is not indicated that it is a confirmation only it will be ordered again.
- When goods are delivered indicate that they have been received on SDS Via

Reimbursement Form (found in business forms)

- To be used for purchases under \$500

Petty Cash (found in business forms)

- For all payment under \$50
- Petty cash form sent to Board office for replenishment when nearing depletion with attached receipts
- Must be kept at the school in the safe

Field Trips (found in business forms)

- Bus Field Trip Requisition form to be completed and emailed to accountspayable@hscdsb.on.ca

All out of country purchases are to be authorized by the Purchasing Department to ensure proper accounting of duty and taxes and certification.

Any purchases over \$2,500 must have three written quotes, submitted to the Purchasing Officer and be approved by Admin Council before ordering.

All invoices must be sent directly from the vendor to the Board Office.

Purchases for furniture (including office furniture) must be submitted to the school superintendent and approved by Admin Council.