

The SSDEC shall administer all purchases with proper authorization and budget allocation. The Superintendent of Education, acting as the Deputy Head in accordance with the Education Act, will ensure that proper authorization and assignment to the appropriate budget, as approved by the Education Council, is followed. The Superintendent shall designate the appropriate spending, commitment and payment authorities as needed. Purchasing Guidelines of the GNWT are followed where applicable.

The Superintendent may require that specified makes and models of furniture or equipment be purchased for use in the Division's schools, or that purchases be made through suppliers with whom the Council has standing offer agreements or service contracts.

REGULATIONS

A. CENTRAL OFFICE PURCHASES

1. Program managers are provided the proper authorization (spending authority) within their budget allocation to make purchases.
2. Payment process will be initiated only on properly authorized purchases.
3. Signature specimens of all staff who are designated to make purchases are maintained.

B. SCHOOL PURCHASES

1. DEAs and their secretary treasurers and school principals are responsible for and must administer DEA and school purchases within GNWT guidelines and as per Council policies and contributions agreements.

The Council will not assume responsibility for purchases without proper authorization.

References: *Education Act* s. 69, 78, 81(2), 129 and associated regulations
Financial Administration Act and associated regulations
Business Incentive Policy

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