



بیلوا انڈیان سکول
BILVA INDIAN SCHOOL

Vision

Our vision is for all students to develop at Bilva Indian School as independent learners with self-belief and respect for others, with a lifelong love for learning and a strong foundation for future success

Purchase policy

POLICY AND PROCEDURE MANUAL FOR PURCHASING AND OPERATING EXPENDITURES

INTRODUCTION

This manual is a guide to the policies and procedures of Bilva Indian School with regard to the purchase of goods and services. The manual explains the policies and procedures of the School. Such general information is published to ensure the School community's understanding of the purchasing process. It will guide the user to the correct procedures and assist in expediting departmental purchasing. The manual also describes the forms used to purchase goods and services with instructions for completing each form. The scope of the manual makes it impossible to explain all possible situations. Some departments may face unique problems or have questions involving interpretation of School policy or procedure. In these instances, the user should contact the Purchasing Department or Financial Affairs Office, whichever is applicable, for assistance. Policy and procedure may change with the continued growth and needs of Bilva Indian School. All or part of this manual is subject to change and may be superseded. In the event of change all departments will be notified.

AUTHORITY FOR PROCUREMENT

The Purchasing Department is an office of the Division of Business and Finance. All procurement negotiations have been delegated to the Director by the School administration.

SCHOOL POLICY:

The Purchasing Department has the sole authority to order supplies, materials and equipment, and to obligate the School for contractual services. Without definite and particular permission of the Purchasing Department, no School department may order directly by letter, telephone, facsimile, e-mail, Internet, or in any other manner. The School will assume no obligation except on a previously issued and duly authorized purchase order. To achieve this goal, the Purchasing Department has been charged by the School administration with responsibility for the following:

1. Securing competitive bids, when possible, to obtain maximum value from the expenditures of School funds.
2. Maintaining liaison with the vendors that service the School.
3. Coordinating the procurement of goods and services for academic, and administrative, departments of the School.
4. Developing sources of supply to assure that School departments have an adequate number of vendors from which to obtain supplies, equipment, and services.

AUTHORIZED PURCHASES

In accordance with the authority delegated to the Director by the Governing Body, all purchases, irrespective of the sources of funding, will be governed by the policies outlined in this manual. Our basic policy is to obtain all supplies, equipment and services at the best price to the School, consistent with quantity, quality and availability of the items at the time of purchase. In conforming to this policy, the cost of the purchase and the delivery time required by the using department will be considered. Competitive bids will be solicited whenever practicable. No person is authorized to obligate the School without encumbering, in advance, sufficient funds to meet the purchase obligation. This practice applies to all requisitions regardless of the source of funding.

CONFLICT OF INTEREST

The School, as a general rule, does not enter into purchasing contracts with students, faculty and staff, or members of their immediate families. An acquisition from a business in which an employee has an interest is prohibited unless full disclosure of the background facts are presented in writing to the Purchasing Department. Interest is deemed present if the employee and/or his or her spouse or unemancipated minor children own ten percent or more of the assets of a business.

FUND SOURCES

All funds deposited with the School, regardless of source, are School funds and must be handled in accordance with School policy. School policy applies to all grant, agency, and budget accounts.

REQUISITION/PURCHASE ORDER

Only persons officially designated with Financial Affairs and the Purchasing Department shall have authority to issue purchase orders. In the absence of officially designated departmental authority, that authority in advance of their absence designating temporary authority must issue a letter. A copy of this authorization must be issued to both the Financial Affairs and Purchasing Departments. In case of unexpected absences of departmental authority, purchase orders may only be issued by that authority's immediate supervision, such as Principal or Vice Principal.

SELECTION OF VENDORS

Vendors are selected for their capability to serve the needs of the School in the most economical and efficient manner possible. Past performance and cooperation are important factors. They must comply with laws and directives as they are issued by the local government. The Departments may suggest the vendor from which to purchase goods and services. The Purchasing Department, however, will make the final choice of vendor. Requests to this policy in unusual situations must be submitted in writing to the Director.

SUPPLIER LISTS

The Purchasing Department will maintain a list of all persons and firms who wish to bid on School purchases. Invitations to bid will be solicited from those vendors whom the Purchasing Department determines will stimulate viable competitive bidding.

SALES REPRESENTATIVES

All interviews with vendor sales representatives will be arranged through the Purchasing Department. All interviews will be at the convenience of the requesting department.

REQUEST FOR BIDS OR QUOTATIONS

One of the primary responsibilities of the Purchasing Department is soliciting competitive bids, when possible, to obtain maximum value from the expenditures of School funds. The bidding process involves mailing quotation forms to at least three approved vendors. The quotes are received and recapped in the Purchasing Department, and a purchase order is awarded to the favorable vendor. The bidding process takes at least 7 working days.

Contractual services, in excess of AED 25,00, the Purchasing Department will formally solicit at least three written bids.

THE CONFIDENTIALITY OF QUOTATIONS

Price quotations are given to the School in confidence and shall not be revealed to any other vendor or unauthorized person.

SOLE SOURCE PURCHASES

A sole source purchase is one wherein an item that is needed can only be purchased from a single source. This situation makes it impossible to obtain competitive bids. We may require documentation from the requisitioning department to justify why the technical characteristics inherent in the item make it essential to the project that it should be purchased in preference to another brand of lower cost but similar capabilities. Final responsibility in determining whether an item is a proprietary item and may be

purchased from a sole source rests with the Purchasing Department.

EMERGENCY ORDERS

Emergency orders must be kept to a minimum. Failure to anticipate a need is not, of itself, considered a bona fide emergency. To initiate an emergency purchase, the authorized person in the department must contact the Purchasing Department and explain the nature of the emergency. The Purchasing Department will determine whether the situation is a legitimate emergency. When an emergency is determined, a requisition must be completed through the respective department head and approved by all necessary parties so that the Purchasing Department can convert the requisition to a Purchase Order. Upon receipt of emergency purchase orders, the Purchasing Department will phone or fax the order to the vendor. No department other than Purchasing may telephone or fax orders directly to vendors, without the permission of the Purchasing Department, because of the possibility of duplicating the orders.

CONFIRMATION ORDERS

CONFIRMATION ORDERS are rarely permitted. They are only permitted in the event of an emergency purchase, which must be made after University office hours. The department involved must make the Purchasing Department aware of this situation as soon as possible the following working day. The Purchasing Department will then instruct the University department how to handle the confirmation order. MAINTENANCE AGREEMENTS/REPAIRS The Purchasing Department is only responsible for the repairs of PC's, Photocopiers and other IT equipment. For these repairs, contact the Purchasing Department.

PURCHASE ORDERS FOR EQUIPMENT LEASES & MAINTENANCE CONTRACTS

School departments are responsible for issuing purchase orders for equipment leases and maintenance contracts at the beginning of each fiscal year. Whether the payments are made in one payment, quarterly or monthly, the purchase order must cover the entire fiscal year. For example, a purchase order for monthly payments to a vendor must be issued to cover twelve months. The purchase order must contain all pertinent information such as a description of the types of equipment, the model number and/or type of model, the serial number, the vendor account number covering the equipment, the time period covered by the purchase order, and the location of the equipment.

FURNITURE ASSEMBLY

When ordering furniture such as desks, bookcases, file cabinets, credenzas, tables, cabinets, etc. that require assembly, arrangements must be made with the vendor to provide such service a lead time of 90 days would need to be kept while placing requisitions.

PREPAID ORDERS

In the event that a vendor will not accept a purchase order, the ordering department must still submit a purchase order for processing. For prepayments, the exact cost amount is required, including tax and shipping charges when applicable. A check will be issued to accompany the order. A vendor's price list or order form should be attached to the purchase order. If no price list is available, a receipt from the vendor acknowledging payment is required.

INSUFFICIENT FUNDS

In instances where there are insufficient budget funds to process a request for disbursement, the ordering department will be notified. No disbursement will be made until additional funds are transferred into the account to be charged.

OVERDRAWN ACCOUNTS

School policy prohibits overdrawn accounts. A transfer of funds to cover an overdraft should be submitted immediately upon notification of the overdraft.

SHIPPING AND RECEIVING

All goods shipped to the School are received and processed by Stores, which is an office of the Purchasing Department. Originating departments must sign a receiving report as goods are accepted.. All goods must be inspected before being accepted.

DEPARTMENTAL PICK-UP FROM LOCAL VENDOR

In the event that supplies or materials must be obtained locally by a department representative, all supporting papers must be submitted to the Purchasing Department by the close of the next working day.