CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

2755 Highway 43, Kemptville, Ontario K0G 1J0
phone: 613-258-7757 toll free: 1-800-443-4562
www.cdsbeo.on.ca

# Appendix A: Purchasing Process & Requirements

| | Procurement Value | Accountable Party | Method of Procurement | Procurement Documentation |
|---|---|---|---|---|
| **Goods & Services** | Less than $500 | Requisitioner | Purchase Order Not Required | Phone, Email, approved Online Order or Purchase Order |
| | $500 to $9,999 | Purchasing Department | Designated Supplier, Written quote | Approved Online Order or Purchase Order |
| | $10,000 to Maximum amount as per legislation | Authorized Budget Holder | Invitational (minimum 3 bidders) or Open Competitive. | Purchase Order |
| **Consulting Services** | Any value | Authorized Budget Holder | Open Competitive | Purchase Order |
| **School Budget or SGF Goods & Services** | $500 to $4,999 | Individual School | Designated Supplier, Written quote. | Purchase Order |
| | $5,000 and over | Principals | Invitational or Open Competitive | Purchase Order |