

AP 515 – Purchasing - Appendix A – For Schools

Aggregate Value of the Goods or Service	OR	Unit Price	Method of Quotations	PO Requirements
Less than \$2,000		Less than \$1000	Oral or written	No PO Required
\$2,000 – \$3,999		Less than \$1000	Oral or written	PO Required ¹
\$4,000 - \$24,999		\$1000 - \$4999	Three written ²	PO Required
\$25,000 - \$100,000		\$5000 or more	Three written bids and approved by the Secretary-Treasurer	PO Required
Goods and services greater than \$100,000			Solicited by one or more of the following*: <ul style="list-style-type: none"> • Request for Proposal (RFP) • Request for Information (RFI) • Newspaper advertisement • Electronic Tendering System 	PO not required if under contract
Construction in excess of \$250,000			Solicited by one or more of the following*: <ul style="list-style-type: none"> • Request for Proposal (RFP) • Request for Information (RFI) • Newspaper advertisement • Electronic Tendering System 	PO not required if under contract

“PO Required” indicates that approval and creation of a purchase order is completed before the purchase is made.

¹For oral quotes, please indicate that the quote was oral and indicate the date the quote was received.

²Subject to a review by the Secretary-Treasurer for compliance with Administrative Procedure.