



Lakehead
Public
Schools

Purchase Order Exemptions

A Purchase Order is not required for the following items, unless requested by the requisitioner.

1. Training and Education

Items associated with the training and education of employees and trustees, including:

- a) conferences;
- b) courses;
- c) conventions;
- d) memberships;
- e) seminars;
- f) periodicals;
- g) magazines;
- h) staff training;
- i) staff development;
- j) staff workshops;
- k) subscriptions; and
- l) tuition.

2. Travel, Meals and Other Reimbursable Expenses

Expenses incurred by employees or trustees, including:

- a) travel expenses;
- b) meal expenses;
- c) hotel accommodation; and
- d) miscellaneous – non-travel.

3. General Expenses

Costs made in the normal course of being an employer or operating a school board, including:

- a) payroll deduction remittances;
- b) licenses (vehicles, elevators, radios, etc.);
- c) debenture payments;
- d) grants and reimbursements to schools, school boards and ministry;
- e) petty cash reimbursement;
- f) tax remittances;
- g) charges to or from other government bodies;
- h) employee income;
- i) bank charges;
- j) postal and courier fees;
- k) insurance premiums;
- l) professional association memberships;
- m) sponsorships, donations;

- n) building permits;
- o) bus passes;
- p) cocurricular registration & tournament fees;
- q) cocurricular travel expenses;
- r) admittance fees (field trips);
- s) catering; and
- t) online social media advertising.

4. Certain Professional & Special Services

The following payments:

- a) committee fees;
- b) honoraria;
- c) arbitrators, lawyers;
- d) appraisers;
- e) athletic officials (volleyball, football, basketball, wrestling); and
- f) benefit consultant.

5. Utilities

Payment for the supply of required utilities, including:

- a) Postage;
- b) water and sewage charges and water testing;
- c) hydro;
- d) gas;
- e) telephone service charges;
- f) television services charges; and
- g) internet service charges.

6. Tendered Items with Online Purchasing Option

Payment of commodities with tendered suppliers offering online ordering and payment options, including:

- a) office supplies (excluding furniture);
- b) school supplies (excluding furniture);
- c) sports, special needs products; and
- d) books.

7. Others as approved by Finance Department

- a) goods and services in US funds.