

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	200 – INSTRUCTIONAL PROGRAMS &	CODE:	AP 506
SECTION:	MATERIALS		
PROCEDURE:	PURCHASE OF SERVICES		

BACKGROUND

The Division contracts for educational services and pays tuition fees for students when it is not feasible or practical to provide the services within the Division.

PROCEDURES

1. The Director may recommend the purchase of services from other institutions and Divisions when the Division is unable to provide a specific program or service for a student with special needs. Such service or program is to be consistent with those provided in accordance with Department of Learning regulations and policies.
2. The Director may recommend the purchase of service from another Division when lack of classroom space or geographical location necessitates transportation to another Division.
3. All services purchased in accordance with this procedure are to be reported to the Chief Financial Officer, who is responsible for payment of the service.

Reference: Sections 85, 87, 108, 109, 110, 176 Education Act

Date Issued: November 21, 2007