

## PURCHASE OF SERVICES

### Background

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

### Procedures

1. The Director may purchase 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 Ministry of Education regulations and policies.
2. The Director may purchase 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 administrative procedure are to be reported to the Chief Financial Officer, who is responsible for payment of the service.

References: Sections 85, 87, 176 Education Act  
The School Division Administration Regulations 45

Approved: November 28, 2018