



Administrative Procedure 4620

ELECTRONIC CATALOGUES

Responsibility:	<i>Coordinating Superintendent, Business Services & Treasurer of the Board</i>
Legal References:	<i>N/A</i>
Related References:	<i>Administrative Procedure 4570 - Procurement Administrative Procedure 4630 – Surplus Stores and Loner Stock</i>
Revisions:	March 2016, <i>December 2019</i>
Reviewed:	

1. Preamble

1.1 The following procedure provides information on the electronic catalogues on the Procurement Services Website.

2. Procedure

2.1 Electronic catalogues are accessible through the Procurement Services Website, and include:

- Furniture and Equipment;
- IT Services;
- Classroom Resources, including Kindergarten, Math, Outdoor, Extended Day Program; and
- Surplus Stores.

2.2 In co-operation with the contract supplier, Procurement Services updates product information including specifications and pricing within the catalogues.

3. Furniture and Equipment Catalogue

3.1 This catalogue is accessible through K212, through the Requisition menu. Catalogue includes WRDSB standards, such as classroom, office and library furniture, custodial and technical equipment. This catalogue provides product descriptions, pictures, prices and suppliers for tendered items.

4. IT Services Catalogue

4.1 The IT Services Catalogue is maintained by IT Client Services and includes approved and recommended technology products and procurement information.

5. Classroom Resources, including Kindergarten, Math, Outdoor, Extended Day Program

5.1 This Classroom Resources Catalogue includes contracted resources for K-8, Primary, Junior, Intermediate and Extended Day including math and outdoor play. Items are tendered and approved by Learning Services and Extended Day Program.

6. Surplus Stores

- 6.1 Various items within the system may be available at no cost for Waterloo Region District School Board (WRDSB) sites/purposes only. Items may include items such as chairs, tables, bookcases, desks, appliances. All items will be delivered via the WRDSB's contracted courier. Items are available for school/program use only, no personal requests. Items remain the property of the WRDSB.

- 6.2 All inquiries and questions relating to Surplus Stores contact the Distribution Centre at ext. 4259.