



Administrative Procedure 4620 ELECTRONIC CATALOGUES

Responsibility: *Superintendent, Business Services & Treasurer of the Board*

Legal References: *N/A*

Related References: *Administrative Procedure 4570 - Procurement*
Administrative Procedure 4630 –Loaner Stock

Revisions: *March 2016, December 2019, March 2024*

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;
- Surplus Supplies, Furniture and Equipment.

2.2 In cooperation 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 items meet WRDSB standards and 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. This catalogue is accessible through K212, through the Requisition menu.

5. Surplus Supplies, Furniture and Equipment

5.1 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.

5.2 All inquiries and questions relating to Surplus Supplies, Furniture and Equipment contact the Distribution Centre at procurement-distribution@wrdsb.ca.