

## **FINANCE**

### **Purchasing F001**

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#### **POLICY**

Goods and services will be procured in a manner and environment that is ethical, transparent, and competitive to yield the optimal benefit for the College.

#### **PURPOSE**

This policy establishes the principles, standards, guidelines and procedures within which purchasing will take place.

#### **SCOPE**

All purchases.

#### **STANDARDS**

- All acquisitions of goods or services must be properly authorized per SC's Signing Authority Matrix policy G33.
- No person will commit SC to agreements, licenses, contracts, leases or other legally enforceable obligations unless authorized to do as indicated within the Signing Authority Matrix.
- All purchases shall be made in compliance with legislation and statutory regulations including Occupational Health and Safety and Canadian Standards Association (CSA) for safety standards, Workplace Hazardous Materials Information System (WHMIS) for hazardous products, custom duties, excise taxes, goods and services tax (GST) and provincial sales tax (PST).
- SC employees are governed by a Code of Conduct (G004). Accordingly, SC employees must disclose any financial or personal interest, direct or indirect, in a prospective vendor to the VP of the respective department or the VP of Corporate Services and where deemed appropriate withdraw from the decision making process.

#### **GUIDELINES**

- All procurement of goods or services will be based on the following minimum guidelines:
  - Any item(s) not exceeding \$5,000 in value may be purchased based on:
    - Purchaser's knowledge of and experience with the supplier, or
    - Based on the purchaser's knowledge of last purchase price, and/or
    - Based on a verbal quotation.
  - Any item(s) not exceeding \$10,000 in value may be purchased on the basis of verbal quotations from no fewer than three suppliers. The quotations must be documented in writing.

- Any item(s) not exceeding \$25,000 in value may be purchased on the basis of written quotations from no fewer than three suppliers.
- Any item \$25,000 or more in value must be purchased in accordance with Tendering Policy F002.

### PROCEDURE

- All purchases involving lease arrangements shall be approved by the VP of Corporate Services.
- Computer hardware and software requisitions shall follow the standards set by Information Technology Services.
- Furniture and office equipment requisitions shall follow the standards set by the Facilities Manager.

### QUESTIONS

VP Corporate Services or delegate

### RESPONSIBILITIES

- Corporate Services has the responsibility for the management of all procurement services.

### REFERENCES

Board Charter  
Executive Expectations G30  
Tendering F002  
Authorities Grid G33