

PURCHASING POLICY

Approved by the Executive Board June 26, 2008

Huron University College has a central purchasing function in the person of the Assistant to the Chief Administrative Officer. When a staff/faculty member wishes to purchase a good or service they must first ensure that their request is within the operational or capital budget of a given academic year. In order to do this, each staff/faculty member must clear his or her request through a respective budget responsibility centre. Our budgets are designed so that individuals can be identified with specific cost centres or expense lines. These people are directly responsible for the preparation and day-to-day execution of that budget. The following outlines these particular individuals as of March, 2008):

Faculty of Arts and Social Science:	Dean of Arts and Social Science
Faculty of Theology:	Dean of Theology
Administration:	Chief Administrative Officer and Principal
Conference Services:	CAO and Conference Services Manager
Library:	Director of Library and Information Services
Plant & Facilities, Capital (items over \$1,000):	Chief Administrative Officer (initial capital budget preparation is a co-ordinated effort)
Residence:	CAO (food services) and Director of Housing and Student Life (remaining)
Registrar and Liaison:	Registrar
Academic Counselling:	Dean of Arts and Social Science
International Services and Writing Centre:	Dean of Arts and Social Science
Chapel:	Chaplain
Alumni and Community Development:	Director, Alumni and Community Development
Computer Lab/ Audio Visual/Communications:	Director, Communications and I.T.

These individuals may elect to delegate within their budgetary area, however, they are ultimately responsible for all spending within their budget areas.

With the proper budget authority, you should make your request to the Assistant to the Chief Administrative Officer, providing:

Supplier name and address
Expense line to charge
Item description and quantity
Cost of item

The Assistant to the Chief Administrative Officer will prepare a three-part "Purchase Order" [see Forms], issued in numerical sequence, which will serve the following functions:

The white copy will either be given to you to hand deliver or send to the supplier.

The yellow copy will be used as a receiving order to be matched to the invoice when it is received, to initiate payment.

Note: Take note that in cases where you are dissatisfied with goods received or costs and quantities have been altered from the original prepared purchase order, please notify the Assistant to the Chief Administrative Officer.

The pink copy is filed numerically. As goods are received these are filed in the completed P.O. file from the outstanding P.O. file.

1. Sourcing, negotiations, contractual arrangements and the purchase, lease or rental of goods and services are the responsibility of the Chief Administrative Officer (CAO).
2. The CAO is responsible for ensuring that competitive bids are obtained for purchases of more than \$10,000. The CAO may elect to obtain competitive bids on items of lesser value, if requested by the budget holder, or deemed advantageous to the College, or of a critical nature with regard to safety and security at the College.
3. Purchases in Excess of \$10,000
The purchase of goods and services over \$10,000 generally falls under the authority of the CAO (see exclusions below). The CAO in conjunction with the department requiring the good or service, will be responsible for making the final determination of source of supply, quantities purchases, delivery schedule and price determination. An appropriately completed and authorized Purchase Requisition must be forwarded to the CAO's Office to initiate the purchase of goods and services in this category.

In establishing the preferred supplier of goods and services priced in excess of \$10,000, the following guidelines will be used:

- i. two written quotations will be obtained for purchases between \$10,001 and \$50,000;
- ii. three written quotations will be obtained for purchases between \$50,001 and \$100,000;
- iii. a call for Formal Bids (tenders, RFQ, RFP) will be made for purchases over \$100,000. Formal Bids must be approved by the Executive Board.

Following these guidelines provides assurance that the University has been publicly accountable in the procurement process, and has obtained competitive pricing for the majority of the dollar value purchased.

4. Exceptions to the Purchasing Policy
 - a. Due to their specialized nature, the following may be excluded from the general policy outlined above are:
 - i. computer hardware (where Huron follows the purchasing decisions of UWO)
 - ii. insurance services (where an insurance broker is used)

- iii. personnel services and contracts;
- iv. Library book acquisitions.

b. When there has not been an appreciable change to the existing market, a contract may be renewed without a competitive bidding process.

When the Purchasing Policy is not followed, the reasons for not following the policy must be documented and approval sought from the Executive Board through the Finance Committee.

5. Equipment leases, license agreements, or long-term rentals that commit the College for more than one year must be reviewed by the Chief Administrative Officer.
6. The CAO is responsible for ensuring there is no conflict of interest in dealing with vendors. College employees with direct or indirect interest in a College vendor or potential vendor must report such interest to the CAO, who will determine, in consultation with the Principal, whether there is potential for conflict of interest. (For more information please see the University's "Conflicts of Interest Policy".)
7. The CAO is responsible for ensuring there is no conflict of interest in dealing with vendors. (For more information please see the University's 'Conflicts of Interest Policy'). Employees should be aware that vendors or suppliers provide gifts, services or entertainment (meals, tickets to sports events etc.) as part of their marketing or promotion efforts. These expenditures are often made by the vendor or supplier with the expectation that they will be rewarded with increased sales. The employee who receives a gift, service or entertainment will be in a conflict of interest with Huron University College if this personal benefit results in a decision to purchase goods or services that is not the best value for the College. Consequently, all employees must disclose to their supervisor, all offers of gifts, services or entertainment with a value greater than \$75. (In the case of an occasional business meal, disclosure to a supervisor is not required). Where acceptance is deemed inappropriate or likely to produce a conflict of interest, the gift, service or entertainment is to be refused.
8. Arrangements for equipment trial are made through the CAO.
9. Disposal of College assets is the responsibility of the CAO's office. All costs associated with the disposal are the responsibility of the department requesting the disposal.
10. The College's purchasing system may not be used for personal purchases.