

Selkirk College Policies and Procedures		Title and number	9200 Acquisition of Goods and Services		
		Replaces	B9040.1		
		Effective	2005-05-08	Next review :	2014-05-08
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2008-11-17	
Vice President Finance Administration	Manager of Finance	Recommended/Approved by Education Council		N/A	
		Approved by President		2009-01-05	

1 POLICY

All acquisitions of goods and services from College funds or College administered funds are subject to this policy and attached procedures.

2 GENERAL

- 2.1 The Purchasing Department is responsible for the organization and administration of centralized purchasing services for all divisions of the College.
- 2.2 The only persons who may pledge the credit of the College for goods and services are the Manager of Finance or Buyer, as authorized designate, with the exception of:
- a. Vice President Finance and Administration – All contracts
 - b. Director of Personnel – Employee Relations
 - c. College Librarian – Library Books & Periodicals
 - d. Bookshop Coordinator
- 2.3 Employees may make contacts with prospective vendors to secure technical information, but should not commit the College to an order, directly or by inference. All orders will be initiated by the Purchasing Department, and must be supported by a duly authorized purchase requisition. An employee who initiates a purchase outside College purchasing procedures may be held personally liable for the invoice and, in any case, the suppliers will be advised the order was not official.
- 2.4 The goal of the Purchasing Department is to obtain all supplies, equipment and services at the lowest cost to the College consistent with acceptable quality, quantity and availability.
- 2.5 The College is maintained by public funds and all qualified suppliers are entitled to have their products considered when the College is in the market for goods and services.
- 2.6 The College will obtain competitive prices where practical for all supplies, equipment and services, where the estimated cost is in excess of \$5,000 except when the need is critical and where delays would not be in the best interest of the College's operations or where the materials or services are unique. Obtaining competitive prices for goods or services under \$5,000 will be at the discretion of the Buyer.
- 2.7 Major contracts for capital projects and equipment with a value exceeding \$50,000 will be awarded following formal tendering procedures.

- 2.8 The final purchasing decision as to quality, acceptable alternatives, price, source of supply, etc., remains with the Manager of Finance and/or Vice President Finance and Administration after consultation with the using department. Any dispute will be decided by the Vice President Finance and Administration.
3. a. The College is governed by the provisions of the Agreement on Internal Trade (AIT) Annex 502.4. Accordingly, the College shall not adopt or maintain any form of discriminatory procurement practices based on Province of Origin where the procurement value is
- i. \$100,000 or greater, in the case of goods or services; or
 - ii. \$250,000 or greater, in the case of construction.
- Procurements subject to AIT regulation must be posted on B. C. Bid to ensure compliance with the legislation.
- b. Orders and contracts normally will be awarded to the lowest qualified bidder, when quality, quantity and availability are equal. However, where the AIT does not apply and all things being equal, preference will be shown to local firms, British Columbia firms and Canadian firms, in that order. Any deviation from this principle will be as a result of negotiations between the Manager of Finance and the requisitioning department.
4. Awards up to the value of \$50,000 are approved and awarded by the Manager of Finance. Awards over the value of \$50,000 and up to \$100,000 are approved and awarded by the Vice President Finance and Administration. Awards over the value of \$100,000 are approved and awarded by the College Board.
5. The College normally will not enter into purchasing contracts with students, faculty, staff, and board members or members of their immediate families. To avoid a possible conflict of interest, any employee who has financial or other interest in a supplier company, either directly or indirectly through members of his immediate family, should report such financial or other interests in writing to the Manager of Finance and/or Vice President Finance and Administration who will determine whether the interest is sufficient to disqualify the vendor.
6. College employees must not accept gifts, either in kind or in money or in excessive entertainment, from a vendor or a potential vendor which has a value greater than \$250. Gifts include any items offered to an employee or his/her family which have intrinsic value or are not obviously in the form of advertising. Excessive entertainment includes, but is not necessarily restricted to, transportation of other than a business nature and overnight accommodation. Free samples must not be accepted unless the item has little intrinsic value.
7. A purchasing card system has been implemented, allowing individuals to make purchases on behalf of the College up to an approved transaction limit, usually \$1,000. (see MasterCard Business Card Obligations and Procedures for details).

Employees may not use the College name, letterhead or purchase requisition to obtain personal goods or services, or to acquire discounts or sales tax exemptions.

Other relevant policies:

9100 Contract and Other Self-funding Activities

Key words: purchasing card, acquisition of goods and services