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INTRODUCTION

Brock University is committed to obtain the best value for the total acquisition cost of all goods and services purchased without sacrificing quality, flexibility, delivery time or the University's public reputation. To facilitate and encourage the timely purchase of goods and services, the University has adopted the following procurement policy.

PURPOSE

The purpose of this policy is

- To outline the University's accountability for its use of funds for goods and services.
- To establish guidelines for purchasing goods and services for all University units.
- To promote the role of the Purchasing Department at the University in assisting all units to buy the goods and services required at the best possible value.
- To clarify the role of all other units at Brock in the procurement process.
- To ensure that the University operates in accordance with Canada Customs and Revenue Agency (CCRA) in respect of all applicable sales taxes, duties, and employee taxable benefits with respect to all purchases.
- To ensure large dollar value assets are properly communicated to Finance for insurance coverage.

SCOPE

This policy includes the purchase of all goods and services except for the following:

- All land, parking lots, buildings and building improvements purchased or leased by the University require the approval by the Board of Trustees as per 6 below.
- Library materials (i.e. books, periodicals, etc) are administered by the University Librarian.
- Items purchased for resale at the University Bookstore and Rodman Hall.
- Travel expenses (see Travel & Related Expenses)
- Internal Brock department purchases (e.g. Bookstore, Printing Services, Physical Plant, Communication Services)
- Hospitality services
- Personnel services (e.g. wage, salary and benefit administration)
- Utilities (gas, hydro, water, etc)
- Government fees (e.g. building permits)

Research-related purchases may be subject to additional guidelines established by the Office of Research Services in relation to Research funding agencies. If this is the case, Research and the funding agency's rules and regulations take precedence over the University policies. See Research – Purchasing.

POLICY

Responsibilities

1. No person shall commit the University to agreements, licenses, contracts, leases, or other legally enforceable obligations unless authorized to do so by the Board of Trustees, as detailed in the Signing Authority policy.
2. The Purchasing Department has been delegated authority by the Board of Trustees to commit the University to binding supply agreements such as purchase orders, single year equipment leases, and contracts from operating budgets. The Purchasing Department is the only department authorized to issue, amend or cancel a purchase order. The Purchasing Department may delegate its responsibilities to other units/individuals while retaining its functional authority.
3. Where the authority is not delegated and orders are placed in the name of Brock University without an authorized Purchase Order or Exception Certificate it will be an obligation of the person placing the order and not an obligation of the University.
4. Purchasing will negotiate preferred vendor agreements in conjunction with user departments and co-operative buying programs with other organizations that are publicly funded. Details of preferred vendors are available at website. Selected units will be allowed to create their own releases from blanket Purchase Orders negotiated with the preferred vendors. Each of the preferred vendors will be reviewed periodically to determine if the quality, value and level of service still provides the best value.
5. Unit heads/Deans are responsible for the implementation of this policy to the extent they have been delegated purchasing authority by the Board of Trustees or the Purchasing Department. It is further the responsibility of the Unit head/Dean to share this document and all related procedures and forms with all unit personnel who are involved in the purchasing process.
6. Where the University's registered marks will be reproduced, the University's Graphic Standards policy and manual must be applied.

Competitive Bidding & Purchasing Methodology

7. All goods and services must be purchased within approved unit budgets and are subject to approval in accordance with the Signing Authority policy. Additional details (including lead times) about the competitive bidding process are outlined in the Quotation, Tender & Award policy.

The following chart briefly summarizes the limits, purchasing methods and approvals required.

Amount (excluding taxes)	Purchase Method	Purchase Approval Required
<\$75	Petty Cash Procurement Card Expense Report	Unit head/designate
< \$2,500	Procurement Card Purchase Order Cheque Requisition *	Unit head/designate
\$2,501 to \$10,000	Purchase Order Cheque Requisition *	Unit head/designate
\$10,001 to \$100,000	Purchase Order Cheque Requisition * Request for Proposal/Quotation Public Tender (mandatory for all non construction projects > \$100,000 and all construction projects >	Unit head/designate + VP, Finance & Admin

\$100,001 to \$1,000,000	\$250,000)	President + VP, Finance & Admin
> \$1,000,000	Request for Proposal/Quotation Public tender	Board of Trustees

* Where a Procurement Card is not available and/or payment cannot be reimbursed via an Expense Report. Cheque Requisitions may be used. For example, legal, audit, and consulting services or where the amount owing cannot be predetermined and a Purchase Order provided.

8. For purchases < \$10,000 and wherever possible, at least 3 suppliers should be contacted to ensure the best value is obtained. Purchases > \$10,000 must have 3 supplier quotations or an authorized Exception Certificate must be completed and submitted to Purchasing/Finance.
9. Costs for goods and/or services that require Purchase Orders (> \$10,000) may not be artificially partitioned into components costing less than \$10,000 to circumvent the competitive bidding requirement. Requisitions for the same goods/services from the same unit and/or same supplier within a short time period may be considered an artificial division of the purchase.
10. Purchase orders will be awarded to those suppliers offering the most cost-effective price consistent with specifications and requested quality, delivery and service.
11. Contracts/agreements normally include a clause to be followed in the event of disagreement.

Conflict of Interest & Confidentiality

12. The University will not purchase any goods or services for the personal use of University employees or students. Purchasing exists to support staff and faculty in the procurement of goods and services that relate to the University.
13. Employees or Board of Trustee members of the University shall not accept, either directly or indirectly, from any potential or existing supplier of goods and services any gifts or favours unless they are of small intrinsic value.
14. The University will only purchase goods or services from its employees or Board of Trustee members where there is no conflict of interest. If a conflict of interest may exist, the individual disclosure is guided by Conflict of Interest policy.
15. Prices obtained from suppliers are intended for university use only. Pricing information should not be divulged to non-university personnel or to competitive suppliers.

RELATED POLICIES

Bookstore – Purchasing
Conflict of Interest
Gifts-in-Kind
Graphics Standards
Library – Purchasing
Petty Cash
Procurement Card
Research – Purchasing
Quotation, Tender & Award
Surplus Asset Redeployment/Disposal
Signing Authority
Travel & Related Expense