

TITLE: PURCHASING POLICY	
APPROVED: April 27, 2000	REVIEWED: January 18, 2005 June 2, 2008 January 11, 2010
NEXT REVIEW: 2012-2013	
RESPONSIBILITY: Director Financial Services	
APPENDICES: Appendix 1: Purchasing Procedure	
CROSS-REFERENCE:	

POLICY STATEMENT:

Grande Prairie Regional College will operate under the purchasing principle, which allows for competitive purchasing while at the same time making it a priority to shop locally whenever feasible, demonstrating our commitment to our community.

The Financial Systems Supervisor and Accounts Payable will provide a policy for the acquisition of capital equipment, non-consumable and consumable supplies and services. In addition, they will ensure appropriate controls are in place for efficient and appropriate expenditure of College funds.

PURPOSE:

To ensure appropriate controls are in place for efficient and proper expenditure of College funds.

SCOPE:

All College Staff and Faculty.

DEFINITIONS:

Alberta Purchasing Connection (APC) is a national electronic tendering service, designed to facilitate the procurement process within the public and private sector business communities.

PROCEDURE/GUIDELINES:**1. FREEDOM OF INFORMATION & PROTECTION OF PRIVACY**

The Freedom of Information and Protection of Privacy (FOIP) Act applies to all information and records relating to or obtained, generated, collected or provided under or pursuant to this policy.

2. PURCHASING RESPONSIBILITIES

The Financial Systems Supervisor and Accounts Payable staff are authorized to act as the procurement and disposal controllers of the College.

The Financial Systems Supervisor and Accounts Payable staff are responsible for the purchasing functions of the College. Generally, within guidelines (Appendix 1), Grande Prairie Regional College representatives may initiate purchases covered by funds approved in their budgets.

The primary responsibility of the Financial Systems Supervisor and Accounts Payable staff is to facilitate effective purchasing, regardless of funding, by offering assistance to the College community where possible.

3. AGREEMENT ON INTERNAL TRADE

As a public institution, GPRC is considered a member of the Municipalities, Academic, Schools and Hospitals (MASH) sector, and as such, is subject to TILMA – The Trade, Investment and Labour Mobility Agreement. GPRC posts all bid requirements on APC for:

- 3.1 Goods and services of \$75,000 or greater
- 3.2 Construction of \$200,000 or greater

PURCHASING PROCEDURE

1. PURCHASE ORDERS

Purchase orders are issued by phone or email.

When obtaining goods, or services, requisitions must be completed, including vendor, description, quantity, price, account summary and appropriate cost centre(s) and signature(s). It is the responsibility of the person approving the requisition to determine that budgeted funds are available. The completed requisition is then forwarded to Accounts Payable for processing.

A requisition is an internal document instigating preparation of a purchase order for Accounts Payable. A purchase order with authorized signature is authority to purchase on behalf of the College.

2. PURCHASING APPROVAL REQUIREMENTS

2.1 Operational Purchases

2.1.1 Within Department Signing Limits

Departments may handle operational purchases within their signing authority limits directly.

2.1.2 Above Department Signing Limits

Operational purchases above department signing limits will follow the same procedure and, in addition, obtain appropriate approval.

2.2 Budgeted Capital Purchases

Budgeted capital requisitions require the approval of the department and Vice-President Administration and/or President before forwarding to Accounts Payable.

2.2.1 Computer Equipment

The following applies to all computer and media equipment, including computer systems and peripherals (i.e. hardware, software, monitors, printers, cameras, data projectors, and audio equipment).

Departments are required to provide Information Technology or Theatre, Events and Media Services with details for computer and media equipment to ensure consistent specifications, quality and prices are viable prior to ordering. When the requirements are met, Information Technology or Theatre, Events and Media Services will complete the purchase (as per policy).

2.2.2 Furniture and Office Equipment

Departments are required to contact the Senior Accounts Payable Clerk with details for furniture and office equipment to ensure consistent specifications, quality and prices are viable prior to ordering.

2.2.3 Electrical and Mechanical Equipment

Departments are required to contact Campus Operations prior to purchasing equipment requiring electrical or mechanical connections or renovations to facilities for approval and cost estimates.

3.0 EXCEPTIONS TO PURCHASE ORDER PROCEDURES

Information Technology, the Bookstore, Purchase Order Book holders, Campus Operations and Residence may issue department purchase orders. The exceptions include the following:

3.1 Items listed in 2.2, 2.2.1, 2.2.2 and 2.2.3

All follow-ups with purchase orders issued directly by these departments become the responsibility of the department.

4. TENDERING/PRICE QUOTES

With a purchase of goods over \$5,000 per item, the College department should be prepared to substantiate the purchase with three competitive bids or a letter explaining why competitive bids were not possible or feasible.

With a purchase of goods over \$25,000, the formal tendering process is recommended.

The Financial Services Department will determine whether there might be an advantage for initiating the formal tendering process.

5. GIFTS AND GRATUITIES

College staff may not accept personal gifts or gratuities from any current or potential supplier of goods or services to the College.