


Policy Name:	PURCHASING	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	January 27, 2015	
Next Scheduled Renewal Date:	December 2019	
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Finance	
Policy Number:	FIN-005	

## PURCHASING POLICY

### 1.00 PURPOSE

- 1.1 The purpose of this policy is to provide Coast Mountain College (CMTN) with a best-value and cost-effective supply system with an innovative institutional focus.

### 2.00 DEFINITIONS

- 2.1 None

### 3.00 POLICY STATEMENT

- 3.1 CMTN purchases a wide variety of goods and services to support the delivery of its programs.
- 3.2 In acquiring these goods and services, the College will use the open market and will seek to receive the greatest value possible through a combination of quality, price, timeliness of delivery, product and service suitability, compatibility with environmental objectives, suitability of payment terms, and other factors considered desirable by CMTN.
- 3.3 The Purchasing Department is responsible for:
- a) organizing and administering centralized purchasing services for all CMTN departments
  - b) purchasing all supplies, equipment, and services, including rental equipment, required by CMTN, except:
    - i. learning resource (library) materials not for resale, both print and non-print
    - ii. bookstore merchandise for resale
    - iii. food for the cafeteria.
- 3.4 CMTN is maintained by public funds and all qualified suppliers are entitled to have their products considered when CMTN is in the market for goods and services.

### 4.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 4.1 FIN-005P, *Purchasing Procedure*

5.00 HISTORY

<b>Created/Revised/ Reviewed</b>	<b>Date</b>	<b>Author's Name and Role</b>	<b>Approved By</b>
Created	Jan 27, 2015		President's Council