



**Appendix 2:
PURCHASING PROCESS**

1.00 PURCHASING AMOUNTS & DETAILS

Under \$5,000	A direct Purchase Order may be issued. It is expected that managers have researched their product to ensure that the best value is received. This means that several quotes should be received and retained in your files.
\$5,000-\$75,000	3 written quotes are required. This should be noted in the Comments field of the requisition and the quotes scanned to Purchasing to be filed electronically. If for any reason you are not able to get 3 quotes or if the lowest quote was not selected, then the Comments must indicate why. There needs to be a very good reason.
\$75,000 and greater	Tenders required – posted public bid as per <u>NWPT Agreement</u> requirements.

Above amounts are prior to tax. Threshold amounts are meant for the value of the entire purchase from a single vendor, not individual items. The aggregate value over the entire contract term (i.e. a contract value of \$20,000 per year for 5 years has an aggregate value of \$100,000 and thus would need to go to tender).

Printed comments - should be used when you want the comment to appear on the purchase order that is submitted to the vendor. If you have an email address that the purchase order should go to then please note it here; otherwise the purchase order will be sent via fax.

Comments – these are not printed on the purchase order. Important information other than what is noted above can be typed here. The approver sees this information on their email notification.

If items are purchased for resale to students or meet the criteria for being exempt from PST then this needs to be noted on the requisition. Please see Exemptions under the following link, [BC PST Publications](#). For further assistance contact the Purchaser.

2.00 BUDGET OFFICER RESPONSIBILITIES

For all requests for procurement, Budget Officers or designate will complete the Electronic Purchase Requisition. The Requisition must include the following: account number, budget officer approval, complete description, specifications, price and quantity required. Incomplete requisitions will not be processed.

Quotations and budget amounts must be kept confidential.

Requests about competitions will be referred to the Purchasing Department or the Freedom of Information authority of the College.

3.00 PURCHASING DEPARTMENT RESPONSIBILITIES

Identifying, planning, negotiating, establishing, managing and fully documenting all College procurement arrangements.

Providing all potential suppliers involved in a competitive bid process with identical information on which to base their responses.

Maintaining and making available to employees a list of preferred suppliers as required for specific goods or services.

Maintaining adequate contract documentation for all phases of the procurement process, including planning, solicitation, award, management, amendments, payment schedules, progress reports and contract evaluations.

Ensuring that adequate receiving processes are in place to confirm that goods and services are received as ordered.

4.00 PURCHASING DEPARTMENT RESPONSIBILITIES

Identifying, planning, negotiating, establishing, managing and fully documenting all College procurement arrangements.

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Ensuring that adequate receiving processes are in place to confirm that goods and services are received as ordered.

5.00 GENERAL INFORMATION

As a general rule, Coast Mountain College will not enter into purchasing contracts with employees or board members or members of their immediate families. To avoid a possible conflict of interest, any employee who has a financial or other interest in a supplier company, either directly or indirectly through members of his or her immediate family, should report such financial or other interests in writing to the Purchasing Committee and the Vice- President, Corporate Services who will determine whether the interest is sufficient to disqualify the vendor.

Coast Mountain College employees must not accept gifts, either in kind or in money or in excessive entertainment from a vendor or a potential vendor. Gifts include any items offered to an employee or his family which have intrinsic value or are not obviously in the form of advertising. Excessive entertainment includes, but is not 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.