

---

<b>Type:</b>	<a href="#">C – Institutional</a>	<b>Last Approved:</b> Feb. 22, 2007
<b>Executive Responsibility:</b>	Vice-President Administration & Finance	<b>Next Review:</b>
<b>Administrative Responsibility:</b>	<a href="#">Purchasing Manager</a>	<b>Policy:</b> <a href="#">42.31</a>

---

PROCEDURE:

The Purchasing Department is authorized to find, negotiate and liaise with the suppliers of goods and services required by the University. Employees may make contacts with prospective vendors to secure technical information, but except with the approved use of an institutional purchasing card, shall not commit the University to an order, either directly or by inference. An employee who commits to a purchase outside University purchasing procedures may be held personally liable for the invoice and, the supplier will be advised the order was not official.

Scope of Procedures

These procedures address the processes of acquisition of goods and services by Vancouver Island University. This includes: obtaining quotations, managing requisitions, purchase order and contract administration, purchasing card administration, and system contract administration. [Policy 42.05](#) addresses the disposal of surplus materials, equipment and supplies. The Purchasing web site will be updated from time to time with information about selected vendors, group contracts available to University, stationery purchases and the University purchasing card.

Quotations

The Purchasing Department should be contacted to obtain quotations on any complex or higher value purchases. A request for quotation form is available from the departmental web site: [https://records.viu.ca/comperv/htbin/weblogin\\_staff](https://records.viu.ca/comperv/htbin/weblogin_staff) Select request for quotation from the “Requisition Type” drop down box.

Requisitions

Most purchases begin with a visit to the Purchasing Department’s web site forms page and the completion of a requisition form. Signing Authority [Policy 42.09](#) governs the authorization of all purchases.

Use of the web enabled requisition or request for quotation form is strongly preferred. A user manual is available on line from Purchasing Department: Vancouver Island University and help information is available within the form for many of the fields.

### Supplier Order Portals

Common office supplies, stationery and copy paper may be purchased on-line from <http://www.grandandtoy.com/>. Contact Purchasing to be registered on this site. For further information visit: <http://www.viu.ca/purchasing/stat.asp>

### Purchasing Card

A Purchasing Card is a credit card with special features required by the University. Payment will be made by Accounts Payable and charged to the cardholder's cost centre(s). A purchasing card may not be used for personal purchases. Visit the Purchasing Department web site <http://www.viu.ca/purchasing/index.asp> for complete information and application forms for purchasing cards.

University employees with purchasing cards are personally responsible to account for all purchases. The completed monthly statement must be signed in conformance with signing authority [Policy 42.09](#). The signed statement with all associated original invoices must be turned into Accounts payable within 5 business days of the statement date.

### Methods of Purchase

The Purchasing Department is responsible for negotiating the acquisition terms of goods and services required by the University. The dollar value, applicable legislation and/or complexity of the goods or services required will have a bearing on how the business is conducted, including the election of public or selective choice of suppliers.

In general, the more complex and/or expensive the purchase the greater the rigor of process will be applied. For example, Purchasing will obtain verbal or informal ~~faxed~~ ~~faxed~~/e-mailed quotations for routine purchases or a formal written request for proposal or tender for complex higher value purchases. For further detail, please visit <http://www.viu.ca/purchasing/proced.asp>.

In conformance with the Federal-Provincial Agreement on Internal Trade, ~~and the BC-Alberta-Saskatchewan New West Partnership Trade Agreement~~, purchases of goods and services worth ~~\$100,000~~ ~~\$75,000~~ or greater and construction worth ~~\$250,000~~ ~~200,000~~ or greater shall be publicly tendered and notice of bid opportunity will be posted on a Nationally recognized bidding web site such as BC Bid <http://www.bcbid.gov.bc.ca/open.dll/welcome> and, ~~when applicable,~~ on Vancouver Island University's web site <http://www.viu.ca/purchasing/tenders.asp>.

Where all other selection factors are equal, preference will be given to a local supplier.

### Emergency Purchase Orders (EPO'S)

An emergency purchase order is obtained by phoning the Purchasing Department and providing the following information:

- Name of person making request

**THIS PROCEDURE IS CURRENTLY UNDER REVIEW**

- Department cost centre and object code
- Nature of emergency
- Name of supplier
- Description of goods or services required
- Estimated price of the goods or services

Authority to issue emergency purchase orders lies with the Purchasing Department.

***Note: An emergency purchase order is one which, if not made within an 8 working hour period, would result in harm to people, significant financial loss, damage to facilities and equipment, would result in cancellation of a class or other significant negative consequence.***

An authorized electronic requisition, available here: <http://www.viu.ca/FinancialServices/forms/> should be sent to Purchasing within 48 hours of receiving an EPO. Enter the Purchase order number issued in the PO number field in the requisition form. Supplier provided documents such as packing lists are to be sent to Accounting.

Purchase Order Changes

All changes to existing purchase orders are handled through the Purchasing Department. Each change requested must be:

- clearly described
- refer to the original purchase order number
- authorized in accordance with the signing authority [Policy 42.09](#) if dollar value or cost centre are being changed

The originator should keep a copy of all requested changes to existing Purchase orders.  
Confidentiality

University employees are requested to keep the terms of any acquisition confidential. Any enquiries concerning a purchase should be referred to the Purchasing Department.

A formal request for information under the Freedom of Information and Protection of Privacy Act should be referred to the Executive Director of Communications and Public Relations.

Purchase of Specialized Equipment

In the interest of standardization, safety, compliance with regulations, economy of scale purchasing and efficiency of maintenance service and support, purchases of certain equipment are subject to the approval of a central authority in addition to regular approval requirements:

TYPE OF EQUIPMENT	APPROVAL AUTHORITY
Computer Hardware and Software Educational Technology equipment	<del>Director</del> , Information Technology <u>Services</u> or <del>Director of</del> Information <u>Systems</u> Services

**THIS PROCEDURE IS CURRENTLY UNDER REVIEW**

TYPE OF EQUIPMENT	APPROVAL AUTHORITY
Telecommunications	<del>Director,</del> Facilities Services & Campus Development and/or Information Technology Services
Reprographics	<del>Director of Business Operations</del> Ancillary Services
Vehicles	<del>Director of</del> Facilities Services & Campus Development
<u>Furniture</u>	<u>Health and Safety Services and/or Facilities Services and Campus Development</u>
<u>Laboratory/Shop Equipment</u>	<u>Health and Safety Services and/or Facilities Services and Campus Development</u>
<u>Ergonomics (Equipment and Supplies)</u>	<u>Health and Safety Services</u>
Kitchen Equipment	Dean, Trades and Applied Technology, <del>Director of</del> Facilities Services & Campus Development, and <del>Director of Business Operations</del> Ancillary Services, as applicable.

The purchase of specialized equipment will be done exclusively by the Purchasing Department. Purchasing will coordinate supply with the applicable approval authority. An authorized purchase requisition describing the required product(s) should be sent to Purchasing.

---

end of document