SUBJECT **PURCHASING**

ISSUE DATE	SUPERSEDES	MANDATORY REVIEW DATE	REFERENCE	SECTION	PAGE OF
June 30, 2021		June 30, 2026			1 8

SUBJECT **PURCHASING PROCEDURE - GENERAL**

No Northern College employee shall take any steps to influence the acquisition of goods and/or services from any corporation or other business entity in which the employee or those with whom he/she has a non-arm's length relationship and hold a controlling financial interest (either directly or indirectly).

Notwithstanding the foregoing, in rare circumstances, if and when appropriate and in the best interests of the College, upon full disclosure of a conflict or perception of a conflict pursuant to any procedures set out therefore, the Vice President, Corporate Services may consider whether any such conflict exists and, if so, whether it may be waived or otherwise resolved, and may thereafter and on such terms as are deemed appropriate, approve a proposed purchase of goods and/or services from a College employee or Board member, or from a corporation or other business entity in which an employee or Board member is an employee, a partner or has a controlling financial interest.

4. BUSINESS GIFTS AND DONATIONS

The College and its employees or agents shall not accept or give gifts, benefits, donations or favours from/to individuals, firms or corporations with which the College does or may do business. In the event such gifts, benefits, donations, or other favors are received, contact the College's Development Officer for guidance.

5. GENERAL PROVISION

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Up to $99,999.99	President & CEO
$100,000 and over	Board of Governors

All single source purchases over $25,000 will require one (1) additional level of approval authority on the requisition.

The following table outlines the spending approval limits for procurement of **CONSULTING SERVICES** for all departments within the College. Consulting Service Provider (CSP) means the provision of expertise or strategic advice that is presented for consideration and decision-making.

Value of Service	**Approval Authority**
$0 - $49,999	VP, Corporate Services & VP, Academic and Student Success
$49,999 - $99,999	President & CEO
$100,000 or more	Board of Governors

8. PROCUREMENT METHODS AND QUOTATION GUIDELINES

The following table outlines the methods of procuring goods and/or services and the quotations required at various procurement levels. Additional information regarding methods of procuring can be found in Section 10.

Non-Consulting Goods and Services

Value of Purchase	**Procurement Method**	**Quotation Requirements**
Up to $25	Petty Cash, Credit Card, Purchase Order	No Quotation
Up to $2,999	Credit Card, Purchase Order, Blanket Order	No Quotation
Up to $9,999*	Purchase Order, Blanket Order	1 Written Quote
$3,000 to $24,999	Purchase Order, Blanket Order through Informal Quotation	3 Written Quotes
$25,000 to $99,999	Invitational	3 Written Quotes RFQ, RFT, RFP
Over $100,000	Public Open Competitive	Minimum of 3 written Quotes RFQ, RFT, RFP

Note * Up to $9,999 only applicable to I.T Software & Plant & Property Construction or Repairs, all other goods & services fall under $0-$2,999.

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10. METHODS OF PROCUREMENT

The following six (6) methods may be used to purchase goods, and/or services at Northern College:

I. **Petty Cash**

Designated to provide ready cash for the payment of various small expenditures, not to exceed $25.00. For further information about Petty Cash see Petty Cash Procedure.

II. **Purchase Order**

Purchase orders are to be issued by the Purchasing Officer to acquire all goods and/or services at Northern College not covered by other methods. Purchase order(s) will not be released if available funds and correct approval signatures are not present.

III. **Blanket Order**

Blanket orders shall be issued for any purchase of goods or services under the following circumstances:

(a) to establish an account with a vendor to obtain miscellaneous supplies, lease agreements or services during a specified period of time;

(b) to obtain defined items that contain multiple delivery dates scheduled over a period of time.

IV. **Credit Card**

Credit card(s) may be issued for the purchase of goods and/or services that cannot be completed through normal purchase orders. For further information on the use of credit cards see the Credit Card Procedure.

V. **Purchase by Negotiation**

The Purchasing Officer may conduct negotiations with one or more supplier in the interest of Northern College when any of the following conditions apply:

(a) when, due to market conditions and in the judgment of the Purchasing Officer, and in consultation with the user department, it is determined that goods and/or services are in short supply.

(b) where there is only one source of supply for the goods and/or services;

(c) when a time sensitive or emergency situation occurs, or the extension of an existing contract to the allowable time period (normally 5 years) is more cost effective and beneficial to the College.

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VI. **Competitive Procurement**