

COLLEGE POLICY

POLICY TYPE:	ADMINISTRATIVE
POLICY TITLE:	Purchasing
POLICY #:	ADMIN - 214
RESPONSIBILITY:	Vice-President, Finance
POLICY APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	November 2008
REVISED:	
REVIEW DATE:	November 2011

Introduction

Durham College strives to ensure its purchasing activities are conducted in a manner that is ethical, lawful, transparent, courteous, clearly documented and fiscally responsible. Purchasing decisions shall be taken with consideration given to short-term and long-term departmental and college-wide goals.

Purpose

This policy has been developed to provide clear and consistent guideline to all Durham College employees, including contract personnel and part-time staff, all operational and ancillary units of the College. The sound management and control of financial expenditures in a fiscally responsible manner is vital to the sustainability and strategic growth of Durham College.

Policy Statements

1. The goal of all purchasing activities shall be to provide competitively priced, quality goods and services to College staff, faculty and students.
2. Purchasing activities shall be consistent with the College's values, academic mission and strategic priorities.
3. Purchasing activities will be conducted in a manner that: fosters documented financial accountability; practices professional competence, courtesy and ethics; supports the fair and impartial awarding of contracts; ensures best overall value and; complies with municipal, provincial and federal regulations and legislation.
4. Financial thresholds, using pre-tax costs, shall be established to determine personnel who may authorize various purchasing activities. Thresholds will also be used to determine the necessity for, and degree of, competitive quotation required before acquiring goods and services.
5. Where appropriate and feasible, preferred vendors for goods and services will be identified; this shall occur through a public tendering process at intervals not exceeding three years.
6. Where possible, and without compromising overall best value, purchasing preference will be given to locally sourced goods and services.
7. Where possible, and without compromising overall best value, purchasing preference will be given to environmentally friendly goods and services.

8. Ensure all contracts executed with suppliers will be maintained by the Purchasing Department in a central file location.
9. Ensure purchasing decisions are consistent with Durham College's values and Risk Management policies.

Roles and Responsibilities

The Vice-President, Finance, is responsible for ensuring that the Procurement and Purchasing policy is fully implemented.

Non-compliance Implications

Any violation of the Purchasing Policy and Procedures will result in the appropriate Durham College Leadership Team member and Vice-President & CFO Finance being notified.

Any exception to this policy shall be documented and must be approved by the Vice-President, Finance.

Related Procedures

Purchasing Procedure
Health and Safety Procedure

Related Policies

Health and Safety Policy (EMPL – 301)
Conflict of Interest Policy (EMPL – 303)
Risk Management Policy (under development)