

COLLEGE POLICY

POLICY TYPE:	Administrative
POLICY TITLE:	Purchasing
POLICY NO.:	ADMIN-214
RESPONSIBILITY:	Chief Administrative Officer and Chief Financial Officer
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	March 2016
REVISED:	
REVIEW DATE:	March 2019

1. 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.

2. Purpose

This policy has been developed to provide clear and consistent guidelines to all Durham College employees, including contract personnel and part-time staff, and 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.

3. Policy statements

- 3.1. The goal of all purchasing activities is to provide competitively priced, quality goods and services to college staff, faculty and students.
- 3.2. Purchasing activities shall be consistent with the college's mission, vision, values and strategic priorities.
- 3.3. 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.
- 3.4. 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.

- 3.5. 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.
- 3.6. Where possible, and without compromising overall best value, purchasing preference will be given to locally sourced goods and services.
- 3.7. Where possible, and without compromising overall best value, purchasing preference will be given to environmentally friendly goods and services.
- 3.8. All contracts executed with suppliers will be maintained by the Purchasing department in a central file location.
- 3.9. Purchasing decisions will be consistent with Durham College's values and risk management policies.
- 3.10. Any exception to this policy shall be documented and must be approved by the CFO, the Durham College Leadership Team or the President, depending upon the financial threshold.

4. Accessibility for Ontarians with Disabilities Act (AODA) considerations

Durham College's commitment to accessibility and AODA standards has been considered in the development of this policy and it adheres to the principles outlined in the AODA standards and Durham College Accessibility Policy (ADMIN-203).

5. Roles and responsibilities

The CFO is responsible for ensuring that the Purchasing policy is fully implemented.

6. Non-compliance implications

Any violation of the Purchasing Policy and Procedures could result in financial or other penalties to the college and/or negatively impact its reputation.

7. Related policies, procedures and directives

- Durham College Accessibility Policy ADMIN-203
- Durham College Conflict of Interest Policy EMPL-303
- Durham Corporate Purchasing Card Policy ADMIN-234
- Durham College Health and Safety Policy EMPL-301
- Durham College Purchasing Procedure ADMIN-214.1
- Durham College Schedule of Authority ADMIN-214.2