



## **PURCHASING DEPARTMENT**

### ***Policies and Procedures***

***January 2010***

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## Our Mandate

Purchasing Services is the central authority for the procurement of supplies and services needed to support the University of the Fraser Valley's (UFV) instructional and operational activities. We are committed to supporting UFV's faculty, staff and students; ensuring the best possible value for money:

1. Providing a centralized source of reliable information and advice on purchasing management and Canadian laws governing the sales of goods, competitive bidding and contracts.
2. Identifying opportunities to reduce total cost by leveraging aggregate volumes, developing specifications and quality standards and sourcing competitively to obtain best value.
3. Developing common contracts across UFV departments; and seeking to develop collective contracts with other educational institutions where mutually beneficial.
4. Developing policies and guidelines to ensure cost effective procurement methods.
5. Benchmarking purchasing performance and developing purchasing knowledge and skills.

Our objective is to take care of our clients needs and deliver first class service. This is achieved by providing the correct goods or services ordered at the right time for the right cost and present excellent value for their money spent through a positive, professional approach.

UFV has a centralized Purchasing Department for the following reasons. First, cost control is more easily attained because few people have signing authority to spend money. Second, the Purchasing Department is the best vehicle for inviting competitive bids for goods and services as they provide neutrality and arms length for the end user in the decision-making process. Third, ensures compliance with proper accounting procedures and practices and maintains fiscal responsibility.

To achieve this, each member of the team needs to present a positive, professional approach in work and behaviour. We encourage a culture which fosters innovation, communication and partnership with our clients. This actively enables us to enjoy and take pride in continually improving our work.

The duties and expertise of supply professionals at UFV goes well beyond the acquisition of goods and services, extending into areas such as:

1. Negotiations
2. Supply Management Law
3. Developing Tenders and Requests for Proposal
4. Contract Development/Contract Management
5. Cost/Price Analysis
6. Supplier Evaluation
7. Trend Analysis
8. Performance Measurements

# Statement of Purchasing Policy and Responsibility

## ***Policy***

1. To ensure the most efficient and economical acquisition of goods and services for UFV, the purchasing function will be centralized in the Purchasing Department. The Purchasing Department under the supervision of the Purchasing Manager is responsible for sourcing, negotiating, contractual arranging and purchasing all supplies, equipment and services, including the rental of equipment, required by UFV. Only the Purchasing Department is empowered to commit the credit of UFV, except for those instances where this power has been specifically delegated.
2. Exceptions to the above are the purchasing of library books, capital projects and the bookstore merchandise. UFV's Librarian is responsible for the purchase of library books, the Facilities Office is responsible for Capital Projects and Furniture and the Bookstore Manager is responsible for the purchase of textbooks and bookstore merchandise.
3. Suppliers, who accept orders from individuals or Departments which do not reference an official Purchase Order number, and who subsequently invoice UFV for payment, will be advised that payment cannot be made for orders accepted from unofficial sources.
4. Purchases of material and services, with certain exceptions, will be covered by Purchase Orders, the authority for which will be a properly approved Supply Purchase Requisition.

## ***Responsibility***

The Purchasing Manager reporting to the Associate Vice President of Finance is responsible for the procurement of equipment, supplies and services necessary to maintain the facilities required for teaching, research, continuing studies and the administration of UFV from all sources of UFV funds, except where the Board of Governors has delegated authority elsewhere.

The Purchasing Manager is responsible for ensuring that UFV lives up to its obligations, both in spirit and in law, to all vendors with whom it has contractual agreements.

No student or member of faculty or staff is authorized to commit UFV for goods or services and may not sign any rental, lease, license or agreement with any vendor.

The Purchasing Manager has the authority to decide if a faculty or staff member, having a personal material interest in a prospective vendor, must withdraw from the decision-making process on related purchases.

The Purchasing Department will not acquire goods or services for the personal use of faculty, staff of students, with the exception of the Employee Computer Purchase Plan.

## **Conflict of Interest**

A conflict of interest exists when an employee can make personal gains from an outside interest by their ability to influence dealings for the University or any other transaction which otherwise inhibits the impartiality of the employee's business judgement. Consequently, UFV does not enter into purchasing contracts with students, faculty, and staff or members of their immediate families, when purchasing goods and services.

An acquisition from a business in which an employee has an interest is prohibited unless full disclosures of the background facts are presented to the Purchasing Department. This information is reviewed by the Purchasing Manager for a decision on whether a conflict of interest is present and, if so, what course of action is to be taken.

### ***The Purchasing Department will:***

1. Treat such information in the strictest confidence
2. Determine whether the requirements can be satisfied from another source.
3. In cases where it is not possible to satisfy the requirements from another source, or where it is obviously in the best interests of the University to obtain them from the source in questions, place the order with that source.
4. Prepare a statement that the possible conflict of interest is known and has been declared.
5. Forward copies of this statement to the person or persons concerned and to the vice-president, Administration, for the record.
6. Make every effort to ensure that both the interests of the University and the reputation of the person or persons concerned are protected.

## **Buying Without Approval**

From time to time, people within UFV take the responsibility of committing the credit of UFV into their own hands or use a personal credit card to purchase goods and services for UFV. This may be done with good intent but, without the approval and necessary documents, UFV and the employee are put in a liable position. For example, goods may not be recognized as owned by UFV, proper signing authority has not approved the purchase, and the employee may incur financing charges while waiting to be reimbursed. These actions also contravene UFV's policies and do not ensure a fair process or best value for the University. Purchases made in this manner may be subject to:

- Notification to the person(s) involved explaining that UFV policy has not been followed
- Goods being returned to the supplier
- Notification to the vendor that the purchase was not authorized by UFV
- Expense reimbursements not approved

## **Signing Authority**

Purchasing verifies the person signing the Supply Purchase Requisition has the authority to request the dollar amount specified. However, it is not our mandate to ensure that the account coded is used correctly to make such purchases. The accuracy of the account number is the responsibility of the signatory.

## **Capital Codes**

Requests for items that are to be purchased as capital expenses from a capital code account must be sent to the appropriate Dean/VP for authorization. The Dean/VP will validate the request and forward it to Purchasing as quickly as possible.

## **Computer & Software Purchases**

UFV operates a "Computer Refresh Cycle" for all its computer, notebook and monitor purchases. The ITS Department may be contacted for information on the refresh schedule. Orders for other peripheral equipment can be sent to purchasing using the routine procedure. Call for pricing on printers, scanners etc.

## **Customs Clearances**

This policy applies to goods that are imported or exported on behalf of UFV only. Clearance of personal property through Customs remains the individual's responsibility.

Special documentation is required before foreign imports or exports are permitted through Canadian Customs. Accordingly, the University of the Fraser Valley has engaged a Customs Broker to handle these matters, and the Purchasing Department has been assigned the responsibility for liaison between the University of the Fraser Valley and the Customs Broker and Customs authorities.

Instructions to vendors concerning Customs Declaration forms will be indicated by the Purchasing Department on Purchase Orders issued to foreign suppliers. In cases of rush orders, specific directions will be given at the time the order is placed with the Vendor.

Exporting of goods to a foreign country requires special documentation. The Purchasing Department must be contacted concerning any item being returned to the United States or other country for repair, placement or credit. This requirement is particularly important when items will subsequently be returned to Canada.

## Services Offered

1. **Purchasing Research:** Recommend suppliers; develop/obtain specifications and product/service standards, obtaining pricing requests.
2. **Conduct Competitive Bidding Process:** Prepare bid documents (e.g. Request for Quotations, Request for Tender, Request for Proposal, Request for Information, Request for Pre-Qualification, Contracts), Evaluate bid submissions, award contracts.
3. **Establish Campus/Department Contracts:** Review/Amend supplier contracts, administer contracts, supplier development
4. **Negotiate Payment Terms and Conditions Related to Purchases:** Price, quantity discounts, payment schedules/discounts, transportation mode and rates, trade-ins.
5. **Issue Purchase Orders:** Distribute purchase orders, establish/administer standing orders, arrange for loaner/demonstration equipment
6. **Expedite/Trace**
7. **Problem Solve:** Order changes, supplier problems, product/service problems, loss/damage claims, return of goods, payment/pricing discrepancies
8. **Handle Queries Regarding Purchasing Functions and Transactions**
9. **Consulting**
10. **Participate on Campus Committees/Task Forces**
11. **Assist Auditors:** Federal Government Auditors, Provincial Government Auditors, Internal Audits, Contracted Auditors.

# *Policies and Procedures*

## **Request for Quotation**

### *Policy*

The function of the Purchasing Department is to establish a reasonable price to pay for materials and services required by UFV. Quotations should be solicited through the Purchasing Department where practical. The Purchasing Department is not bound to recognize quotations that have been secured by individuals outside the Purchasing Department.

### *Procedure*

1. When price and delivery information is desired prior to ordering, a Purchase Requisition should be marked "**REQUEST FOR QUOTATION ONLY**" and a complete description of the materials and/or services noted under enquiry. The white and pink copies are to be forwarded directly to the Purchasing Department and the yellow copy is retained by the customer for their records.
2. If there are plans and specifications, they should be attached to the requisition. Specifications covering materials and services should be written broadly enough to encourage competitive bidding. Generally, brand names should be used only to specify a standard or where a material or service is unique. Specifications must be as simple as is consistent with exactness but sufficiently specific so that bidders may not evade any of the provisions.
3. When technical information is desired on a piece of apparatus or type of material, it is suggested that the inquiry be set out on a separate sheet of paper and attached to the requisition. This request for information will be sent along with the request for quotation.  
Upon receipt of the requisition, the Purchasing Department will send out a "Request for Quotation" to appropriate suppliers. When quotations have been received, they will be discussed with the client the details of the quote.

# Requisitioning Materials and Services

## ***Policy***

Except for library books and Bookstore merchandise, all UFV departments will order materials and services by one of the following methods below:

## ***Procedure***

### **1. Stock Materials**

Stock items such as paper, ink, photocopy cartridges and most envelopes are distributed through Shipping and Receiving.

### **2. Non-Stock Materials or Services**

Non-stock Materials or Services may be obtained, through one of the following systems:

- 1. Supply Purchase Requisition**
- 2. Direct Acquisition when a Standing Order is in place**

### **3. Purchase Requisition** *(available at Purchasing Department reception)*

Departments using Purchase Requisitions to authorize the acquisition of materials or services from the Purchasing Department must enter the following information on the requisition:

- 1. Date Requisitioned:** Enter the date the Requisition is prepared
- 2. Requisitioner's Name:** Enter the name of the person who is requesting the goods /services
- 3. Department:** Enter department that requires goods/services
- 4. Telephone Local:** Enter requestor's local number
- 5. Estimated Date Required:** Please enter the actual date. "As Soon as Possible" will be considered to mean that if there is an unusually slow delivery date, it would be acceptable. If the required date is entered and cannot be met by the supplier, the departments would be contacted to determine if a later delivery date is acceptable or to discuss alternative

products, or sources of supply for which earlier delivery can be promised.

6. **Approved:** This area must be signed by the person who has authority on the budget to be used. Capital requests must be authorized by your Dean, or V.P.
7. **Deliver to:** Fill in a room number for delivery, where possible. Shipping and Receiving must have this information in order to deliver the goods to the appropriate individual or department.
8. **Budget Account:** Include the object account
9. **Suggested Supplier:** Enter the complete name and address of the Supplier, if known. Or, if budgetary pricing was obtained in advance or a written quote, attach it to your requisition. UFV may be liable if it does not consider quotes obtained by users.
10. **Estimated Cost:** Required for commitment purposes.
11. **Item number:** List the items consecutively (e.g. 1, 2, 3)
12. **Quantity:** Indicate the unit of quantity (e.g. 5 ea, 1 dozen, 3 gallons, etc.)
13. **Description:** List as many details as possible. Use the manufacturer's catalogue number and description whenever possible. Also include the catalogue name, year and page #.
14. **Remarks:** This is a general area for the person ordering to include any special instructions to the Purchasing Department. For example, to indicate if a cheque or any other attachment should be sent with the Purchase Order.

**\*\*Note: Please do not write in grey area of the form.**

#### **Distribution of Purchase Requisition**

The requestor's department will retain the yellow copy and forward the other two copies of the approved Purchase Requisition to the Purchasing Department. The Purchasing Department will process Purchase Requisition as follows:

Review description of goods or service requested and obtain additional information from requisitioning departments, if required, to permit selection of the most appropriate supplier and to ensure the sufficient details are provided for the supplier to make delivery of correct items.

1. Assign the vendor.
2. Assign currency and provincial tax codes for account procedures.
3. Review the specifications of the items requisitioned with reference to the specific end use indicated on the requisition form to establish the most favourable duty and/or federal and provincial tax position.
4. Obtain price quotes from suggested source and/or by competitive quotation as required.
5. Select a supplier and issue an official purchase order according to the following procedure:

### **Turn-Around Time for Purchase Requisitions**

The following summarizes the purchasing operations for each of the priority categories for goods and identifies the amount of time in working days (turn around time) required to carry out the request for goods. This information can be used as a guide to determine how much lead time is necessary in the process of acquiring goods. The turn-around time covers the period up to the time the Purchase Order is issued. Receipt of goods is subject to the supplier's packing time and method of shipping. This time must be added to the turn-around times listed below when determining the amount of lead time necessary:

**Emergency:** An "emergency" requisition is one hand-delivered to Purchasing and described as an emergency. Every effort is made to ensure the turn-around time from receipt of requisition is within the same day.

**Rush:** Rush requisitions must have the actual date the goods are required shown in the "date required" space. Turn-around time from receipt of requisition to receipt of goods is usually two (2) days. We will assume that you want the goods, even if we cannot get them by the specified date. Specific instructions are required if the order is to be cancelled when delivery by the specified date is not possible. The requestor will be notified as soon as it is known if the goods cannot be obtained by the required date.

**Standard:** (Date Specified) – A standard requisition is one that can be handled within the normal purchasing process and within the supplier's normal lead time. Turn-around time is two - five (2 - 5) days from receipt of requisition to the issue of the purchase order. Delivery will be expected within 1 to 2 weeks or longer depending on the normal delivery timeframe of the supplier.

**Standard:** (No Date Specified) – These will be processed as quickly as possible, but will be lower priority than standard requisitions that have a specified date. Turn-around time for issuance of the Purchase Order is normally two (2) to ten (10) days.

### **Direct Acquisition When a Standing or Blanket Order is in Place.**

The Standing or Blanket Purchase Order provides for multiple deliveries of goods and services without the requirement of an individual Purchase Order for each delivery. These are placed using the same 3 part Supply Purchase Requisition, which are used for regular orders. Most Standing Orders are placed in April of each Fiscal Year and are current until March 31<sup>st</sup> of the following year, unless cancelled for some reason.

### **The Process for Creating a Standing or Blanket Order is:**

1. Fill out the requisition with name/department/budget code/signature as on a regular order
2. Indicate in the description that this is a Standing Order for the purchase of supplies/repairs/parts for resale or whichever.
3. Indicate who is authorized to place orders against this standing purchase order, as this helps to make the system more secure.
4. Indicate the supplier and if they have multiple stores, which store you, wish to use for your orders.
5. Keep the yellow copy for your records and send the other two copies to purchasing for processing.
6. When the standing order is set up with the supplier, we will send you a copy of the order with the Purchase Order Number to be used when placing orders.
7. The supplier will then send the invoices with this standing order number quoted directly to Accounts Payable. It is essential that packing slips be forwarded to Accounts Payable as soon as goods are received so that vendors receive their payment in a timely manner.

**\*\*Note: Standing Order processes cannot be used for Capital purchases, which are individual items costing over \$1000.**

Standing Purchase Orders will be requested by the normal requisitioning procedures. These orders will be issued for a specified period ending by the fiscal year end. Purchasing will initiate the Blanket Order process each year and request that departments forward the approval for renewal to Purchasing by April 1. The full responsibility for keeping track of deliveries that have been made, for ensuring that invoices have been processed correctly, and that prices are accurate, will rest with the requisitioning department.

These are the main processes for purchasing at UFV, if you have questions or concerns about how to go about procuring a particular item, always call the Purchasing Dept for advice, we are here to help.

## **Cut off Dates: Fiscal Year End Purchases**

### ***General***

The University of the Fraser Valley fiscal years runs from April 1 to March 31. Goods and Services received after March 31 will be recorded as expenditures in the next fiscal year. This is a requirement in the preparation, and the statutory audit, of the University's financial statements.

### ***Policy***

The University of the Fraser Valley will expense the cost of goods and/or services, which have been received by the University on or before March 31 in a fiscal year provided:

1. A receiving report, packing slip or other similar official document indicating that the goods or services have been received by the University on or before March 31, is received in the Financial Services office on or before the tenth working day of April.
2. An invoice for the goods or services is received by Financial Services Office on or before the tenth (10<sup>th</sup>) working day of April.

Goods or services which have been ordered in one fiscal year but have not been received by UFV before the end of that fiscal year will be the charged against the budget in the next fiscal year.

### ***Procedure***

#### **Deadline Dates for Requisitions**

1. Requisitions for goods and/or services which are available from local suppliers stock and for which payment is required from current fiscal year funds must be received in the Purchasing Department by the date announced by Purchasing – this date fluctuates from year to year based on the calendar and external activity that may affect deliveries. Requisitions received after the announced date may result in orders being charged to funds from the following fiscal year. Departments must advise Purchasing if they do not want funds charged in the next fiscal year.
2. Capital funds are exempt from the fiscal year deadline in most cases as capital funds are carried forward each year.

Requisitions for goods and/or services that are obtained outside the local area, must be received in the Purchasing Department with an appropriate lead time of at least fifteen (15) working days prior to March 31. Requisitions received after this date usually results in orders arriving to UFV after March 31st.

## **Deadline Dates for Receiving Documents**

Departments must submit receiving documents to Financial Services/ Accounts Payable immediately after receipt of goods or services concerned, and in no case later than the tenth working day in April.

## **Shipping and Receiving**

### **Receiving**

A central Shipping and Receiving area has been designated on the Abbotsford campus. All goods received on behalf of the University of the Fraser Valley are processed and distributed by the Receiver.

Special attention will be given to live specimens to ensure delivery to destination in good order.

### **Shipping Materials from UFV**

Equipment and goods leaving the campus must be processed through the Shipping Department to ensure control and maintenance of records.

### **Shipping Requisition**

A three (3) part Shipping Requisition must be prepared when requesting the Shipping Department to transfer goods and supplies to other Provincial Colleges, or to return goods to suppliers. This requisition will then be forwarded with the goods to the shipper. Where such goods or equipment are too cumbersome to be handled in this manner, the Shipper will collect them from the originator and take the appropriate action.

The shipping requisition covers all items to be moved, regardless of where they are to be sent.

The shipper will complete the “**Shipper’s Use Only**” portion of the requisition and return the second (2<sup>nd</sup>) copy to originator.

### **Shipping Memo (Waybill)**

When goods are being shipped or returned to suppliers for credit or repair, a shipping memo will be prepared by the Shipper. The shipping memo will reflect the shipping requisition number for reference purposes. Purchasing must be notified if goods are being returned for credit or repair and the appropriate paperwork must be completed with the vendor – generally a “Return Material Goods Authorization” is required to return goods. If goods are being shipped to the United States or another country Purchasing arrange for the shipment and appropriate customs documentation or goods will be charged duty and taxes on their return.

The original shipping memo will be given to the carrier, the second (2<sup>nd</sup>) copy sent with the goods, and the third (3<sup>rd</sup>) copy retained for our records

# **Expediting and Returning of Goods**

## ***General***

It is the responsibility of the Purchasing Department to ensure that the supplier meets the terms of his contract by delivering goods on time. If he cannot meet the agreed delivery date, he is responsible for advising the Purchasing Department who will in turn advise the requisitioner. The order will then either be cancelled or a new delivery date will be agreed upon.

## ***Procedure***

The Purchasing Department has expediting functions which monitor and trace unfilled orders. If the expeditor finds that the supplier cannot meet the agreed delivery date, Purchasing will consult the requisitioner and the order will either be cancelled or changed. Purchasing will forward packing slips and receiving reports to Accounting for payment of invoices as soon as receipt of the goods has been recorded, and will maintain close liaison with the Accounts Department to ensure that invoices are paid in time to be eligible for maximum price discounts.

## **Requisitioning Materials and Services**

Immediately upon receipt of goods, departments should:

1. Inspect for damage and correctness of materials
2. Inform Purchasing immediately of any problems

## **Damaged Shipments**

Normally, a supplier is considered to have fulfilled his contract when the goods are delivered. He may reasonably expect that his account will be paid irrespective of, and without prejudice to, any claims for damage that may be made against him or the carrier. The Purchasing Department is responsible for processing all claims for damages for goods which they have ordered, and which arrive at the University in a damage condition. The proceeds of any claim will be credited to the Department account to which the original purchase was charged.

Inform the Purchasing Department immediately should a damage shipment be received. Retain the damaged goods, all receiving documents, wrappings, cartons, boxes or other containers.

## **Repair or Service under Warranty**

Equipment that needs service while it is under warranty should be returned, where appropriate, to the Purchasing Department. Information regarding the nature of the fault or service required should accompany it. The Purchasing Department will arrange for the repair/service, Shipping & Receiving will return the equipment to the location of your choice (please include this information) after it is in working order. When the equipment is to be serviced on the premises, still notify Purchasing who, again, will arrange for the service to be done.

## Disposal of Surplus Goods

All equipment and material (including teaching, research equipment, and furniture/office equipment) which becomes surplus to current operating requirements will be sent to Shipping/Receiving Department for disposal or reallocation to another department. All new requests to purchase will be reviewed to determine if the requirements can be met from items in surplus.

Equipment and materials which are determined by the Purchasing Department to be surplus to UFV's requirements will be disposed of by them in cooperation with Shipping and Receiving, **(with the exception of computer equipment disposal, see below)** in a manner which best reflects Government guidelines.

Reallocation of surplus computer equipment is handled by the ITS Department. All requests for upgrades to existing equipment should first be sent to the Manager of ITS, who will review the request and check if it can be filled from surplus stock. If not, then a requisition should be sent to Purchasing using the usual procedure.

## Tendering / Bidding Process

UFV, like all publicly funded institutions, procures goods and services of a significant dollar value through the **competitive bidding process**.

The key principles of the tendering process are as follows:

1. All qualified vendors are given equal opportunity to compete for UFV's business;
2. All vendors are treated fairly and evaluated equally. (These are also the laws of competitive bidding).

These two principles are the key elements underlining UFV's Tender policy:

1. End-users should be aware that not all UFV requirements are subject to the competitive bidding or Tender process. Buyers do have the authority to use their own discretion to purchase products/service within certain dollar values. However, above these dollar limits some form of the Tendering process is usually required particularly if it is known that there is more than one vendor capable of supplying the product/service and that issues concerning compatibility are not a consideration.
2. For relatively low dollar amounts, the Tendering Process can generally be quite informal and fast (e.g. obtaining verbal bids).

For larger dollar amounts, the process usually takes more time because the product or service is usually more sophisticated and complex, hence more time is required to create tender documents which adequately define the problem(s) and contain sufficient information concerning all the relevant issues which have to be addressed by Vendors in their tender response. Other factors, such as selection criteria, mandatory or preferred terms and conditions to be included have to be considered and discussed with end users.

The Director, Supplies Management, in consultation with user departments is responsible for:

1. Preparing and distributing Invitations to Tender or Request for Proposals.
2. Receipt and custody of tender documents and for opening tenders at the prescribed time.
3. Evaluating tenders and recommending the successful bidder in consultation with the end user.
4. Ensuring that contract documents contain all necessary clauses and conditions to protect UFV.
5. Ensuring that such things as bid and performance bonds, liability insurance, penalty and bonus provisions, etc. have been considered and included, where appropriate.
6. Ensuring that funds are available and committed for the life of the contract; and that a contract number is set up for identification and accounting purposes.

## **UFV Equipment Standards**

As an institution we endeavour to establish standards for our furniture and equipment wherever possible. In making our selections our criteria is based on total cost of ownership to the institution and factored into that is not only the quality, warranty and longevity of the product but costs associated with its procurement plus replacement / repair costs should the product fail.

Furniture is chosen for quality, appearance and its ability to withstand heavy use whilst giving a consistent professional look.

Equipment choices are also based on quality, longevity, but also (in the case of computer equipment) consistency, since all equipment has to work off the same network and be installed and serviced by our own technicians. Consistent good quality standards of equipment are vital in this process.

## Contact Information and Office Location

<b>Pat Neufeld, Buyer</b>	<b>604-851-6315</b>	<b>or</b>	<b><a href="mailto:pat.neufeld@ufv.ca">pat.neufeld@ufv.ca</a></b>
<b>Ramona Franzen, Buyer</b>	<b>604-851-6316</b>	<b>or</b>	<b><a href="mailto:ramona.franzen@ufv.ca">ramona.franzen@ufv.ca</a></b>
<b>Danielle Fournier, Purchasing Clerk</b>	<b>604-854-4519</b>	<b>or</b>	<b><a href="mailto:danielle.fournier@ufv.ca">danielle.fournier@ufv.ca</a></b>
<b>Audrey Baker, Director, Supplies Mgt.</b>	<b>604-854-4511</b>	<b>or</b>	<b><a href="mailto:audrey.baker@ufv.ca">audrey.baker@ufv.ca</a></b>

Room B230  
33844 King Road  
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V2S 7M8  
604-854-4519

[www.ufv.ca](http://www.ufv.ca) or visit Supplies Management at [http://www.ufv.ca/Supplies\\_Management.htm](http://www.ufv.ca/Supplies_Management.htm)



# UFV Purchasing Policy

## UNIVERSITY COLLEGE OF THE FRASER VALLEY POLICY MANUAL

Tendering and Purchasing 430.01

Resolution No. Approved/Revised

048/90 1990 04 03

### **POLICY**

In order to provide for efficient and economic acquisition of goods and services for the University College, the following policy shall prevail:

1. The purchasing function of University College of the Fraser Valley shall be centralized in the Purchasing Department.

a) In certain circumstances, a portion of the purchasing function may be delegated to other departments upon the approval of the President and Bursar.

2. The purchasing of goods and services shall be initiated by a properly approved Purchase Requisition and shall be contracted by a Purchase Order, unless specifically exempted by 1(a), above.

a) The University College shall not recognize invoices for goods ordered by individuals or departments which are not contracted by a Purchase Order;

b) The Purchasing Department shall normally invite quotations, where practical, from qualified suppliers for all supplies, equipment and services in excess of \$1,000.00 semi-annually;

c) Orders shall normally be awarded by the Purchasing Department to the qualified supplier with the lowest quotation. All things being equal, preference will be given to local firms, British Columbia firms, and Canadian firms, in that order.

3. Arrangements for the disposal of equipment and material which is determined to be surplus to the University College's requirements shall be made by the Purchasing Department, subject to the approval of the Bursar.

P\430.01