



# Finance and Administration Policies and Procedures

## 8.0 PURCHASING AND RECEIVING

	<b>Finance and Administration Policies &amp; Procedures</b>	
<b>8.0 PURCHASING AND RECEIVING</b>		
<b>8.1 Purchasing</b>	<b>Page # 44</b>	

### GENERAL

Purchase orders shall consist of a three part pre-numbered form.

Purchase orders of the Agency shall be under the control of the Senior Accounts Clerk or delegate. The Senior Accounts Clerk or delegate shall maintain the Purchase Orders in a safe location.

The Senior Accounts Clerk or delegate shall maintain a log of Blank Purchases Order on Hand; Purchase Orders Issued to users and a numeric file of used purchase orders.

Purchase orders shall be issued to the following units by the Senior Accounts Clerk or delegate.

- Supervisors
- Middle Managers
- Senior Managers

Managers of the Units shall sign the purchase order log for blank purchase orders issued to them by the Senior Accounts Clerk or delegate.

### **PURCHASING LIMITS**

Purchases by senior managers and middle managers and supervisors, with exception to the Executive Director and Director of Finance, will comply with the limits set out in section 5.1.2.

For purchases by Administration, the following will apply.

- For purchases where the total of the order does not exceed \$1000.00 three telephone quotations will be obtained with a list of vendors contacted. (Documentation shall be provided where three quotes cannot be obtained) The purchase order shall be approved by the Senior Manager.
- For purchases where the total of the order is between \$1,000.00 and \$7,000 at least three verbal quotations will be obtained. (Documentation shall be provided where three quotes cannot be obtained) The purchase order shall be approved by the Executive Director and/or Director of Finance.
- For purchases where the total of the order shall exceed \$10,000.00 at least three quotes must be obtained and approved by the Board Chair, Vice Chair, or Board Treasurer. The purchase order shall be approved by the Executive Director and the prior approval of the authorized Board Member shall be attached.
- Tendering shall occur for large and unusual items such as building renovations or other special types of contracts or projects. These items would generally exceed a total cost of \$25,000. These projects shall require written approval of the Executive Director and then the Board Chair or Board Treasurer.

### **PROCESS**


1. Quotes are obtained as described above.
2. A three part purchase order is issued and signed by the Unit Supervisor or other appropriate authority.

3. The yellow copy will be initialed by the Director of Services prior to submission.
4. The purchase order is distributed.
  - Part 1 one to supplier
  - Part 2 to Finance Clerk
  - Part 3 to be maintained in the purchase order booklet which in turn is handed in to the Finance clerk or delegate when booklet is complete.

### **Tendering**

1. The Director of Finance shall prepare and distribute the tender documents using the most appropriate means.
2. Tenders received will be reviewed by the Director of Finance, Executive Director and any other appropriate Manager.
3. A recommended successful tender will be determined by the Director of Finance.
4. Recommendation shall be forwarded to the Board Chair.
5. Board shall make the final decision on the successful tender. A documented record of the Board decision shall be made.
6. The successful tender will be advised.
7. A purchase order will be issued by the Director of Finance.
8. The purchase order shall be approved by the Executive Director and authorized Board member or approval of a method of payment laid out in the tender document.

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		<b>Finance and Administration Policies &amp; Procedures</b>
<b>8.0 PURCHASING AND RECEIVING</b>		
<b>8.2 Receiving</b>	<b>Page # 47</b>	

1. Goods/Services are received by the Support staff or other staff in the unit.
2. A goods received stamp is placed on the receiving document. This could be an invoice or packing slip etc.
3. Staff receiving the goods verifies receipt by signing and dating the stamp and also includes where the supplies have been allocated.
4. Signed receiving document is sent to the Accounts Payable Clerk for payment processing

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