



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Procurement – Policy 170

The University will provide reasonably priced, high quality goods and services to end users, while preserving organizational, financial and regulatory accountability. The University will purchase its supplies and services using open, transparent and competitive processes. The University will acquire goods in a manner that:

- achieves value for money by incurring the lowest cost in the fulfillment of specified needs with appropriate levels of quality and service;
- uses a fair and open process when calling for, receiving, and evaluating competitive bids;
- meets its statutory, legal, environmental and ethical obligations in the acquisition of goods and services by purchase or lease;
- provides an audit trail that meets the requirements of the University's external funding bodies and auditors.

Related Policy

Annual Budget
Signing Authority
Spending Authority

Definitions

University means Pacific Coast University for Workplace Health Science, a corporation established under the Act.

Regulations

Notwithstanding any other provision in this policy, all requisitions, purchase orders, contracts or agreements, must be executed prior to the receipt of goods or provision of services.

The purchasing function will be centralized in the office of the Vice-President Administration.

The University's purchasing systems or procedures may not be used by individuals to purchase any goods and services for personal use. Exceptions to this are initiatives such as an employee purchase plan for computers and are permitted at the discretion of the Vice-President Administration.

No employee of the University shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with their duties and responsibilities.

No employee shall sell or assist in the sale of instructional services, supplies, or equipment within or to the University and shall not furnish lists of students or staff to anyone selling such services or materials. The University is prohibited from acquiring supplies or equipment directly or indirectly from any employee of the University.

It is the responsibility of the departmental signing authority to ensure that the goods and services ordered on their behalf and delivered directly to them are properly and promptly accounted for and received. When goods have been received in good order, a signed copy of the receiving report or, where applicable, the packing slip, clearly quoting the purchase order number is to be promptly forwarded to Accounts Payable.



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Any goods received damaged (apparent or concealed) must be reported to the vendor and/or carrier within 48 hours of receipt. Most vendors now require that purchasers obtain a "Return Material Authorization" before accepting returned goods. Contact the vendor or Purchasing before returning goods to vendors.

Prompt submission of the receiving report information or the packing slip to the Accounts Payable will ensure that timely payment is made to the vendor, any prompt payment cash discounts offered are earned and good customer/vendor relations are maintained.

All assets are owned by the University and are under the care, custody and control of a particular department. The Purchasing Division is responsible for the disposal of surplus assets. Departments may not sell or transfer equipment.

The University may establish a petty cash system for minor expenses.

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012.

Responsibility: Vice-President Administration.

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