

Purchasing Policy & Purchasing Administrative Regulations

F-05

LONG TITLE	Purchasing Policy & Purchasing Administrative Regulations	DATE OF ENACTMENT	31 March 2022
		LAST AMENDED	
REFERENCE No.	F-05	NEXT REVIEW	01 May 2024
CATEGORY	Finance	COMPETENT CHAMBER	CUSA Board

1) Objective

- a) CUSA purchases goods and services throughout the year that are necessary for the successful operation of the organization. This Purchasing Policy, when combined with the Purchasing Administrative Regulations, Purchasing Procedures, and Procurement Policy, has been created to ensure employees follow sound, efficient and standardized practices when making purchases on behalf of the Corporation.

2) General Policies

- a) CUSA shall conduct its purchases in accordance with generally recognized purchasing practices including, wherever possible, the competitive process. Consistent with this, the following policies shall provide the framework for all CUSA purchasing activities:
 - i) CUSA will ensure that products and services are acquired such that they are of acceptable quality at the lowest available price, with consideration given for availability, urgency of demand and required service level.
 - ii) All purchasing transactions shall ensure equal opportunity, due process and fairness to suppliers.
 - iii) When any tendering process, including Requests for Proposal (RFP) are used, the lowest evaluated tender or price, which is the offer evaluated as striking the best balance between quality, price, urgency of demand and required service level, shall be accepted.
 - iv) In all cases where the acquisition price exceeds \$50,000 in an emergent situation outside of the amount budgeted, approval of the award recommendation shall be obtained from the CUSA Board prior to purchase. For purchases of a value less than \$50,000 outside of the amount budgeted, the Procurement Policy may take effect and should be referenced, but ultimately, the CUSA Board may assign signing authority for such transactions. The signer in all cases is assuming the responsibility for ensuring the proper purchasing practices have been employed during the course of purchase.

- v) All CUSA personnel shall maintain both actual and apparent impartiality and arm's length distance in all dealings with potential suppliers of goods and services.
- vi) Purchases may be made without prior CUSA Board approval only when, in an emergency situation the lack of immediate action would jeopardize operation or equipment, disrupt critical services to students or involve the health and safety of personnel if the said purchases are approved by the Executive Director and President/CEO of their designates. The CUSA Board must be made aware of all pertinent facts without one business day of the incident that required the emergency purchase.
- vii) Any purchase, except emergency purchases as described above that are not included in an approved CUSA budget must receive approval from the CUSA Council and/or the CUSA Board as for the jurisdictions established within CUSA ByLaw.
- viii) The Executive Director and President/CEO shall maintain a set of Administrative Regulations and Procedures that establish consistent internal processes for purchasing. These processes do not require CUSA Board approval, but shall be available to CUSA Board Directors for their information and brought as "For Information" to the first Finance & Governance Subcommittee of the Board meeting of the academic year every year.