



<b>Policy:</b>	<b>O-4.2</b>
<b>Approved By:</b>	<b>Board of Governors</b>
<b>Approval Date:</b>	<b>December 16, 2003</b>
<b>Amendment Date:</b>	
<b>Policy Holder:</b>	<b>VP Administration &amp; CFO</b>

## PURCHASING

### Purpose / Rationale

The purpose of this policy is to establish a clear purchasing accountability framework for the College enabling the procurement of goods and services as approved through the annual operating and capital budgets. The establishment of this policy will enable purchasing efficiencies and benefits to be realized by the College and ensure the College meets best purchasing practices.

### Scope / Limits

1. This policy applies to all members of Camosun College who are procuring supplies, goods, equipment, and services for College activities.
2. This policy is limited by British Columbian and Canadian laws governing the sales of goods, competitive bidding, contracts, and other laws of general application; and by generally accepted public sector purchasing policies.

### Principles

1. Practices for purchasing supplies, goods, equipment, and services will be established through the office of the Chief Financial Officer (CFO). These practices will be communicated to the College community and contractors and made available to the College community through the website (see link).
2. Established purchasing practices will align with the value of the planned purchase, such that a more rigorous process will be established for those purchases that have a higher impact on the College in areas such as finance, safety or reputation.
3. Waivers to established purchasing practices may be granted by the CFO for exceptional circumstances.
4. Established annual operating and capital budgets are the source of authority for all expenditures. Significant variations must receive approval at the Executive level and will be reported to the Board through the Finance Committee of the Board.

A. Legislated References

*College & Institute Act, Section 19 (3) and (5)*

*British Columbia Sale of Goods Act*

*“Law of Competitive Bidding”*

*Federal Government Agreement on Internal Trade*

*Freedom of Information and Protection of Privacy Act*

*British Columbia Social Service Tax Act*

*Federal Goods and Services Tax Act*

*Canada Customs and Revenue Agency Act*

B. LINKS TO RELATED POLICIES AND WEBSITE

[G-1.5 Finance Committee Terms of Reference](#) (Board of Governors)

[O-4.1 Financial Responsibility and Accountability](#)

[Purchasing Department Website](#)