

THE UNIVERSITY OF WINNIPEG

POLICY TITLE: Purchasing Policy

EFFECTIVE DATE: March 7, 2017

APPROVAL BODY: Board of Regents

POLICY PURPOSE

The purpose of this Policy is to establish the principles pertaining to the purchase or lease of goods and services for the University and to direct the University Administration in developing required Procedures to ensure compliance with those principles.

LEGAL AUTHORITY

Not Applicable

APPLICABILITY

This Policy applies to all employees of the University, who engage in purchasing activities on behalf of the University, and to all goods and services purchased with University funds, including, but not limited to, operating, capital, research, and funds held in trust.

RESPONSIBILITY

The Vice President, Finance and Administration, on behalf of The Board of Regents of the University, is responsible for the development, administration and review of this Policy. The Vice-President, Finance and Administration, may approve procedures to implement this Policy.

KEY DEFINITIONS

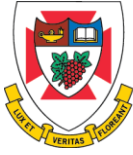
Not Applicable

POLICY ELEMENTS

Principles

University purchases shall be made with integrity, through a process which is fair and open, in fact and in appearance, and in compliance with ethical purchasing principles, and good purchasing practices, and all relevant legislation.

University purchasing shall be conducted on the basis of value, recognizing that value represents the combination of quality, service, environmental and social impact, and price, which provides the greatest overall benefit to the University.



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University purchasing decisions shall consider not only the immediate up-front cost of purchases, but also the on-going and future costs associated with the purchase.

The University shall, where practical, standardize materials, services, furniture, fixtures and equipment etc. throughout the University.

The University shall, where practical, make purchases from local or national sources, and employers committed to social values, such as hiring employees facing discriminatory barriers to employment, and to respecting the human rights of its workforce.

The University shall consider the sustainability implications of all purchasing strategies and decisions, recognizing that purchasing has a significant impact on the University's overall sustainability performance.

Limits

All expenditures by the University must be approved by the Board, through approval of the operating or capital budgets, unless funded by specific externally restricted funds (e.g. research grants), and any significant deviation from the operating or capital budget shall be brought to the Board's attention in a timely manner.

The Board shall approve in advance all non-employment expenditures, for the purchase of goods and services with a total cost over \$250,000 in a fiscal year. If the actual expenditure differs from the Board approved price by 10% or more, the change shall be submitted to the Board for approval.

In the event of an operating emergency, the Board Executive Committee may authorize an expenditure, beyond the required Board approval level.

ASSOCIATED PROCEDURES

- Purchasing Procedures

RELATED POLICIES

- Capital Projects and Renovations Policy
- Conflict of Interest Policy
- Green Procurement Policy
- Sustainability Policy

RELEVANT DATES

Effective: March 7, 2017

Scheduled Review: March 7, 2021