

## PROCUREMENT PROCEDURE RELATIVE TO VALUE

Based on the total value, all procurement for approved budgeted goods, services and consulting shall be conducted in a manner that meets the requirements specified below:

<i>Procurement Procedure Relative to Value</i>			
<b>Goods and Services</b>			
<b>Authorization Limit</b>	<b>Approval</b>	<b>Purchasing Process</b>	<b>Purchasing Method</b>
Up to \$5,000	All Staff (with requisite approvals)	1 Quote Required	Commercial Card (P-card), Expense Form or Cheque Requisition
Up to \$25,000	Managers, Associate Deans, Associate Directors	1 Written Quote Required, 3 Quotes if Possible	Purchase Order
Up to \$100,000	Dean, Director or Chair	3 Quotes Required, Open Competitive Procurement if Possible	Purchase Order and Contract
Up to \$250,000	Executive Dean or VP of the Area	Open Competitive Procurement Required	Purchase Order and Contract
Up to \$500,000	VP of Finance and Corporate Services	Open Competitive Procurement Required	Purchase Order and Contract
Up to \$2,000,000	President	Open Competitive Procurement Required	Purchase Order and Contract
Over \$2,000,000	Board of Governors	Open Competitive Procurement Required	Purchase Order and Contract
<b>Consulting</b>			
Up to \$25,000	Dean or Director	Minimum 3 Quotes Required	Purchase Order
Up to \$100,000	VP of the Area	Minimum 3 Quotes Required	Purchase Order and Contract
Up to \$500,000	VP of Finance and Corporate Services	Open Competitive Procurement Required	Purchase Order and Contract
Up to \$2,000,000	President	Open Competitive Procurement Required	Purchase Order and Contract
Over \$2,000,000	Board of Governors	Open Competitive Procurement Required	Purchase Order and Contract