

Purchasing Policy and Procedures

The University's [Purchasing Policy](#) [1] provides the framework, general principles and overall guidance for procurement activities. Procurement of goods and services, regardless of the final source of funding, must be compliant with the Purchasing Policy.

Purchasing Authority

All procurement activities must be authorized and approved by the appropriate authority as defined by the [General Policy - Delegation of Authority for Commitment of University Funds Upon Budget Allocation](#) [2].

Segregation of Duties

In general, 3 of the 5 purchasing functions below should be completed by different individuals for each procurement.

Roles	Task	Who
Requisition	Authorize the budget unit to place an order	Department budget authority, research principle investigator or authorized delegate
Budget	Ensure that funding is available to cover the cost of the order	Department budget authority, research principle investigator or authorized delegate
Commitment	Authorize the release of the order to the supplier under agreed terms	Buyer in department or Purchasing Services
Receipt	Receive the order physically and verify the order is correct and complete	Department individual receiving the goods or confirming services have been provided
Payment	Approve invoices and authorize release of payment to the supplier	Departmental budget authority, Payment Services staff and University signing officers

Procurement Thresholds, and Sourcing and Contracting Requirements

Based on the total procurement value, all procurement will be conducted in a manner that meets the sourcing and contracting requirements specified below.

1. Goods and Non-Consulting Services

Total Procurement Value (CAD)	Sourcing Requirements	Placing the Order
\$0 to \$25,000	1 quote	One of the following: <ul style="list-style-type: none"> Order from pre-negotiated University contracts with GL codes (SMC) Order with Procurement Card issued by the University (PCard) Purchase order issued by department financial administrators (LVPO) under

		\$5,000
		<ul style="list-style-type: none"> • Purchase order issued by Purchasing Services (HVPO) over \$5,000
\$25,000 to \$75,000	Minimum of 2 written quotes	One of the following: <ul style="list-style-type: none"> • Order from pre-negotiated University contracts with GL codes (SMC) • Purchase order issued by Purchasing Services (HVPO)
\$75,000 to \$121,000	Minimum of 3 written quotes	One of the following: <ul style="list-style-type: none"> • Order from pre-negotiated University contracts with GL codes (SMC) • Purchase order issued by Purchasing Services (HVPO)
Over \$121,000	Open competitive procurement run by Purchasing Services	Purchase order issued by Purchasing Services (HVPO)
A: Single Source / Sole Source is used only as an exception, it cannot be used as a substitute for quotes.		

2. Consulting Services

Total Procurement Value (CAD)	Sourcing Requirements	Placing the Order
\$0 to \$25,000	Minimum of 2 written quotes (invitational competitive procurement) ^B	Purchase order issued by department financial administrators (LVPO)
\$25,000 to \$121,000	Minimum of 3 written quotes (invitational competitive procurement) ^B	Purchase order issued by Purchasing Services (HVPO)
Over \$121,000	Open competitive procurement run by Purchasing Services ^B	Purchase order issued by Purchasing Services (HVPO)

B: Single Source / Sole Source of consulting services below \$1,000,000 requires approval of the President; over \$1,000,000 requires approval of the Board of Governors.

3. Special Commodities

- Denatured Alcohol
- Radioactive Materials
- Live Animals-Vertebrates
- Biological Hazardous Materials
- Hazardous Materials)

Total Procurement Value (CAD)	Sourcing Requirements (How to Select Supplier)	Contracting Requirements (How to Place Order)
\$0 to \$25,000	1 quote	Purchase order issued by Purchasing Services (HVPO)
Over \$25,000	Same requirements as for Goods and Non-Consulting Services	Same requirements as for Goods and Non-Consulting Services

Source

URL: <https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/getting-started->



[procurement/purchasing-policy-and](#)

Links

[1] <https://www.uoguelph.ca/finance/policies-procedures/procurement-payables-policies/purchasing-policy> [2]

<https://www.uoguelph.ca/finance/node/2195>