

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:

Goods and Services

| Authorization limit | Approval | Purchasing process | Purchasing method |
|---------------------|--|---|--|
| 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 \$121,200 | 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 \$1,000,000 | Vice President Human Resources, Corporate Services & Secretary General to the Board of Governors | 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 |

Consulting

| | | | |
|-------------------|---|---------------------------------------|-----------------------------|
| Up to \$25,000 | Dean or Director | Minimum 3 quotes required | Purchase order |
| Up to \$121,200 | VP of the Area | Minimum 3 quotes required | Purchase order and contract |
| Up to \$1,000,000 | Vice President Human Resources, Corporate Services & Secretary General to the | Open Competitive Procurement required | Purchase order and contract |

| | | | |
|-------------------|-----------------------|--|--------------------------------|
| | Board of Governors | | |
| 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 |