

## PROCUREMENT GUIDELINES 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 \$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 \$1,000,000	VP HR & Corporate Services	Open Competitive Procurement Required	Purchase Order and Contract
Up to \$1,000,000	President	Open Competitive Procurement Required	Purchase Order and Contract
Over \$1,000,000	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 \$100,000	VP of the Area	Minimum 3 Quotes Required	Purchase Order and Contract
Up to \$1,000,000	VP HR & Corporate Services	Open Competitive Procurement Required	Purchase Order and Contract
Up to \$1,000,000	President	Open Competitive Procurement Required	Purchase Order and Contract
Over \$2,000,000	Board of Governors	Open Competitive Procurement Required	Purchase Order and Contract