

**THE UNIVERSITY OF WINNIPEG BOARD OF REGENTS
POLICY**

NUMBER: 2010. 02*

SUBJECT: Purchasing

EFFECTIVE DATE: May 10, 2010

RESPONSIBILITY: Board of Regents

1.0 Purpose

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.

2.0 Scope

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.

3.0 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.
- 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.

4.0 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.

5.0 Review

The Board of Regents shall review this Policy at least once every five years.

** Replaces Purchasing Policy dated April 1, 1994.*

*** For required procedures, please contact Janice Kane, Purchasing Supervisor (Financial Services).*