

UNIVERSITY OF MANITOBA POLICY

Policy:	PURCHASING
Effective Date:	July 3, 2009
Revised Date:	March 12, 2014
Review Date:	March 12, 2024
Approving Body:	Vice-President (Administration)
Authority:	
Responsible Executive Officer:	President, delegated to the Vice-President (Administration)
Delegate:	Comptroller
Contact:	Comptroller
Application:	All Employees

Part I Reason for Policy

- 1.1 The reason for this Policy is to establish appropriate guidelines and accountability for purchases made with University of Manitoba administered funding.

Part II Policy Content

- 2.1 This Policy applies to the purchase of all goods and services acquired with any University of Manitoba administered funds (operating, research, capital, endowments, etc.).
- 2.2 Purchasing Services has been authorized by the Vice-President (Administration) to make purchases and commit the University to binding agreements for the acquisition of goods and services, in accordance with this Policy.
- 2.3 Other members of the University community shall not make any purchases or make any purchase commitments of any kind, other than transactions in accordance with the Purchasing Procedures, Travel and Business Expense and Claims Policy, or Petty Cash Policy.
- 2.4 Purchases of goods and services shall be consistent with public tendering principles. Purchasing Procedures shall ensure:
- (a) Compliance with applicable legislation;
 - (b) Open, ethical, fair and transparent competition;

- (c) Selection of goods/services based on the best value taking into consideration such criteria as price, total life-cycle cost, product or service quality, bid compliancy, supplier qualifications, experience and reputation; and
- (d) Where appropriate, consideration will be given to the impact on the environment, human health, and social well-being.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.
- 3.2 The Comptroller is responsible for the implementation, administration and review of this Policy.
- 3.3 All University employees are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is March 12, 2024.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.
 - (c) Policy 307 – Purchasing and Receiving.
 - (d) Policy 303 – Financial Commitments

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Purchasing Procedure](#)
 - (b) [Signing of Agreements Policy](#)
 - (c) [Exclusive Suppliers and Administrative Systems Policy](#)
 - (d) [Travel and Business Claims Policy](#)
 - (e) [Petty Cash Policy](#)