



# TRU Sustainability Grant Fund

## Purchasing Guideline

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This Purchasing Guideline is intended to guide Sustainability Grant Fund applicants in their decisions whenever they need to purchase goods and/or services pertaining to their fund application.

Questions can be directed to TRU Procurement Services Manager, Julie Gemin:  
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### **1). PURPOSE - Purchasing Policy BRD 02-2**

The purpose of this Policy is to ensure that the University obtains the best value for its expenditures while ensuring that all procurements and procurement processes are characterized by the highest level of institutional and personal integrity; that the procurement process is open, transparent and fair; and that all qualified vendors are given the opportunity to compete for the University's business.

Where appropriate, the acquisition of goods and services should be by a competitive bidding process

### **2). PURCHASING DOCUMENTS AND THRESHOLDS**

#### **Delegated Spend Authority (under \$1,500)**

##### Cheque Requisition (under \$1,500)

- Cheque Requisition and Approved Invoice sent to Finance for payment

##### P Card (under \$1,500 or transaction limit allocated)

- Only approved P Card holders may spend up to the transaction limit approved and allocated by their manager/supervisor

#### **Web Requisitions (over \$1,500)**

- Purchases Over \$1,500 require a Web Requisition created in FAST. The web requisition is then later processed into a Purchase Order by Purchasing. FAST is accessed through 'MyTRU' and has a tutorial tool accessed through the HELP button. The tutorial demonstrates how to create or copy a Web Requisition, attaching documents, forwarding for budget approval or to Purchasing for processing. Below is detailed the thresholds and process for a Web Requisition

## **The Following Thresholds are at Purchasing's Discretion**

### Quote: (Over \$1,500 but under \$10k)

- Under \$10k only one quote is needed to process the purchase to the vendor.

### Request for Quote (RFQ): (over \$10k but under \$30k)

- An informal process for spend over \$10k but under \$30k. A simple document that is sent to several vendors (minimum 3) to obtain best price and delivery. Purchasing has a one page document should you require one.

### All requirements \$30k and above

- Competitively bid by processing a suitable bid document and posting on BC Bid  
Bid documents can be RFP, RFB, RFT, etc. Purchasing will identify the need by reviewing the scope and ensuring the correct document is given to you for completion.  
Once a final document approved by both the Department and Purchasing is ready Purchasing will post to BC Bid. See Section 2 of this guide for the Bidding process.

*NOTE: Every purchase must have appropriate documentation, spend authority, and be in accordance with TRU Policies.*