

Manual: Finance	Subject: Requisitioning/Purchasing-Supplies and Equipment
Policy #: 8	Reviewed Date: February 9, 2021
Approved by: Darlene Dale	Next Review date: May 10, 2024
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POLICY STATEMENT

Community Living Belleville and Area will make all purchases of goods and services, made with public funds, in accordance with Management Board of Cabinet’s “Broader Public Sector Procurement Directive” where applicable.

PROCEDURE

1. All vendor negotiations are the responsibility of the Finance Department, but may be delegated to other departments for purchases with a unit value less than \$1,000.00 and to the Manager of Buildings and Property for items under that area of responsibility. For example, all purchase orders for \$1,000.00 or less may be signed by the Manager of a cost centre.
2. All purchase orders in excess of \$1,000.00 must be signed by one of the following: Director of Services, Director of Finance, or the Executive Director.
3. All items will be purchased in accordance with **Finance Policy #9 - Quotations & Tenders (Funded Operations) and Finance Policy #11 - Purchases.**
4. One copy of all purchase requisitions, purchase orders, receiving slips, supplier invoices and payment receipts must be retained by the Finance Department for a seven-year period from the date of issue.
5. Vendors will be discouraged from revising bids by insistence that the best possible price be stated on the first bid. If, however, second bids are requested, all bidders will have an equal opportunity.
6. All vendor pricing and technical information will be treated as confidential.
7. No gifts for personal benefit are to be accepted by CLBA staff from vendors.
8. If travel to a supplier location is deemed necessary in order to facilitate purchasing decisions, Community Living Belleville and Area will finance the full travel cost and will not accept subsidized trips for this purpose.
9. All offers of donations of goods or services to be used in the operations of a Home must be referred to the Executive Director.
10. When price, quality, service and delivery variables are similar, Community Living Belleville and Area will give preference to local vendors.

TERMS OF PURCHASE

1. It is preferred that all transactions be undertaken in Canadian currency.
2. F.O.B. Community Living Belleville and Area is the preferred term of delivery.
3. Preference is for payment on an open account basis. Down payments or deposits are to be avoided, whenever possible, and payment should be forwarded only upon full receipt of goods or services performed.
4. Appropriate customs forms must be prepared and submitted, duly executed by the vendor.
5. All warranty information will be uploaded to the "H" drive under: Community Homes folder/Site folder/Warranty folder. Information will include: receipt, warranty/guarantees and picture of item. This information will be uploaded by the Manager-Buildings & Property.
6. Rates of pay for technical assistance and other start-up costs shall be firmly established prior to purchase.
7. All equipment purchases should be accompanied by operating instructions and service manuals. These will be kept at the location or home where the equipment was purchased. Community Living Belleville and area will ensure the maintenance for the equipment follows the recommendations by the manufacturer.
8. The cost of equipment modifications to meet specifications shall be charged back to the vendor, if not originally included in this quotation, but specified in the Community Living Belleville and Area quotation request.