

# PROCUREMENT POLICY SUMMARY

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## *MAKING A PURCHASE*

1. All purchases require a purchase order. Purchase Orders are initiated through the use of an external requisition either on-line or via hard copy.
  - a. In order to sign up for online requisitions contact the Accounting Office
  - b. External requisitions are available through Procurement Services
2. Employees engaged in the Purchasing function are expected to be free of interests or relationships which are actually or potentially in conflict with the best interests of the University (note conflict of interest guidelines in the UPEI Procurement Policy).
3. The services of the Procurement Services Department are not available to employees or others for personal purchases except employee purchase programs authorized by the Vice-President, Finance and Facilities.
4. Purchases of goods:
  - a. Under \$3000 must be sent to Procurement through a requisition which will result in a purchase order. Quotes are not necessary, but it is encouraged that the department consider more than one supplier as an option.
  - b. From \$3000 - \$10,000 must be sent to Procurement through a requisition along with two documented competitive quotations.
  - c. From \$10,000 - \$25,000 must be sent to Procurement through a requisition along with at least three documented competitive quotations.
5. Purchases of services:
  - a. Under \$10,000 must be sent to Procurement through a requisition which will result in a purchase order. Quotes are not necessary, but it is encouraged that the department consider more than one supplier as an option.
  - b. From \$10,000 - \$50,000 must be sent to Procurement through a requisition along with at least three documented competitive quotations.
6. Purchases of construction:
  - a. Under \$10,000 must be sent to Procurement through a requisition which will result in a purchase order. Quotes are not necessary, but it is encouraged that the department consider more than one supplier as an option.
  - b. From \$10,000 - \$50,000 must be sent to Procurement through a requisition along with two documented competitive quotations.
  - c. From \$50,000 - \$100,000 must be sent to Procurement through a requisition along with at least three documented competitive quotations.
7. Purchases for goods and services in categories noted below require an RFP or RFQ. Guidelines can be found on the Procurement office website.  
<http://www.upei.ca/vpfinance/comptroller/procurement/>
  - Goods over \$25,000
  - Services over \$50,000
  - Construction over \$100,000
8. If there are any questions please contact Procurement at 566-0624.