

General Purchasing Policy

The University uses a decentralized approach to purchasing and recommends the use of Purchase Orders. Payment Vouchers should only be used for purchases that cannot appropriately be processed on a Purchase Order; e.g.: expense claims and/or recurring monthly invoices for services such as utilities, telephone etc.

The overall objective of purchasing is to maintain, at all times and under all conditions, a continuous supply of goods and services necessary to support curriculum and administrative needs at the most effective cost. This includes securing the best value possible combined with appropriate quality.

Strategies for achieving these overall objectives include:

1. Consolidating material requirements wherever possible, thereby obtaining most favorable results in quality, price, delivery and supplier services.
2. Gathering a minimum of three quotes from suppliers prior to ordering.
3. Promoting good vendor relations within ethical limits, selecting suppliers with proven capability and integrity and ensuring that these suppliers perform.
4. Developing reliable alternate supply sources to meet Emily Carr's requirements.
5. Treating all prices and technical information submitted by suppliers as confidential to preserve a good business reputation and obtain competitive prices.
6. Complying, in all respects, with antitrust and all other applicable laws without qualification or evasion.
7. Carrying out the total purchasing function at the lowest total achievable cost.

Authorization

Only those persons designated by the President and/or VP Finance and Administration are authorized to commit the University for materials, equipment, supplies and services. When purchasing, these individuals have the responsibility for making the final determination of supply source, quantity purchased, delivery schedule and price negotiations. These decisions will be made in conjunction with other departments when appropriate.

Price Comparison

A sufficient number of price quotations should be solicited to assure that the best possible value is being obtained. Generally, three current quotations will constitute evidence of adequate competition. Documentation supporting quotations should be forwarded to Accounts Payable via email when seeking approval. Price comparisons should be checked on at least an annual basis.

Public Relations

All Emily Carr employees should recognize and practice good public relations by treating all callers and visitors courteously. When supplier sales representatives make sales visits to the University they can be directed to the Accounts Payable office. Documentation and catalogues from these suppliers will either be filed for everyone's use or their information will be forwarded to the appropriate personnel for consideration.

All Emily Carr employees should be aware that fairness, honesty and courtesy are necessary for maintaining good, long-term public relations. Everyone that is involved in the purchasing process must ensure that vendors honor commitments to the University. We must also ensure that misrepresentation and questionable practices by vendors are avoided.

Purchasing From and Selling To Emily Carr Employees

The purchase of materials/services from Emily Carr employees and sales of surplus materials to Emily Carr employees is prohibited without the express written approval of the VP Finance and Administrative Services or the President.

Emily Carr Employee Personal Purchases

Personal purchases of goods or services from Emily Carr suppliers using the Emily Carr purchasing process is strongly discouraged. Such purchases require prior approval of the Financial Services Manager and must be prepaid. In addition, the purchase must be completely arranged by the employee so that no additional work is created for Financial Services. Finally, please note if you have goods delivered on your behalf from the US or internationally, those goods will automatically be cleared by Canada Post and a customs fee, GST and/or PST will be assessed. You will be responsible for payment of these fees.

Conflicts of Interest

No Emily Carr employee, in a position to recommend or influence purchasing from any specific suppliers, should hold an interest in any company from which Emily Carr makes purchases, when, such an interest would represent a significant percentage of total ownership or would be sufficient to influence any purchasing decisions. Neither should any member of such an employee's immediate family hold such interest.

Gratuities, Loans, and Entertainment

No Emily Carr employee should accept from any present or prospective supplier any monies, loans, gifts, or favors that might influence, or give the appearance of influencing, a purchasing decision of the University. If a gift with a very nominal value (not to exceed \$10.00) should be received, it need not be returned. Any employee who has doubts or questions about this policy should consult the Financial Services Director.

Laws and Regulations

Emily Carr's policy is to comply to the letter and spirit of all laws applicable to the University. Today's marketplace is controlled by numerous regulations and laws, as well as by contract law. Violations of the laws in any area of Emily Carr's operations may have far-reaching effects, causing substantial injury to Emily Carr in lengthy and expensive litigation, damage liability and injunctions or orders affecting property and/or business. Therefore, Emily Carr's policy is to comply strictly in all respects with the laws.

Exceptions to this policy are not permitted, nor shall the policy be compromised or qualified by anyone acting for or on behalf of Emily Carr. When potential conflict with any existing regulation is suspected, or if legal assistance appears advisable legal counsel should be arranged through the President's office.