

## PROCEDURE FOR POLICY 2.8 – Procurement of Materials and Services

- 1.00 Where an employee is a supplier or has a relationship with a supplier, compliance with [Policy 3.4](#) and [Policy 2.8](#) will be enforced.
- 2.00 It is recognized that on-going service and partnering with quality/preferred suppliers can be a mutually beneficial and cost-effective procurement process. However, where normal competitive procedures are waived, the reasons must be documented, kept on file, and authorized by the Director, Procurement Services or delegate through Western's electronic requisitioning tool. This process can only be used if you have an existing exception under a trade agreement. Moreover, as accepted if deemed by the Director, Procurement Services to be consistent with the intent of University policies.
  - 4.00 Procurement Services will:
    - (a) consult with the users to establish all requirements and appropriate suppliers;
    - (b) be notified and approve any lab expositions, vendor and any other related shows/displays involving vendors on University property;
    - (c) keep abreast of developments in the major commodity fields and provide pertinent information to users;
    - (d) facilitate vendor performance evaluations;
    - (e) identify sources of needed goods and services, select suppliers, obtain quotations and negotiate terms of purchase and payment. Users will be involved in the procurement process;
    - (f)
  - (h) handle all adjustments of price and terms for items purchased on Purchase Orders; and
  - (i) interpret and apply all applicable government regulations including customs and appropriate taxes.

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This delegation of operational responsibility will be exercised in accordance with letters of understanding between Procurement Services and each of the above operating units. In addition, authority for purchases less than \$10,000, as provided for by Procurement Cards, Standing Orders or Systems Contracts, are delegated to local budget unit authorized personnel. The Director, Procurement Services has the authority to increase individual one-time Procurement Card transaction limits in accordance to the expenditure authorities as outlined in Section 9 of the Procurement of Materials and Services Policy.

- 8.00 Except as specified in 7.00, contracts and agreements, regardless of amount, must be reviewed and approved by, at minimum, a

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### **RELATED DOCUMENTS AND OTHER RESOURCES**