Procurement at a Glance

P-Cards
Splitting orders to avoid exceeding thresholds is not permitted.
Single Transaction - $3,000
Monthly Spend Limit - $15,000

Getting a Card
• Complete the application form that is available on Procurement website.
• Forward completed card to Procurement Services. Allow two weeks for delivery of the card
• You will be contacted when the card is available to conduct an orientation session.

Statement Reconciliation
• Follow instructions on Procurement web site.
• Contact the Corporate Card Manager if you have problems.

Purchase Requisitions / POs
Splitting orders to avoid exceeding thresholds is not permitted.

• Purchase requisitions are available at the Financial Services office on the Agriculture Campus
• Contact Financial Services for assistance in completing the requisition.
• Competitive quotes are required for purchases between $10,000 and the Tender thresholds.
• Forward completed requisitions, along with supporting information to Procurement Services (original paper copy, fax or e-copy via e-mail are acceptable).
• Procurement Services will create the PO and send copies to you and the vendor.
• Return your copy to Accounts Payable when goods are received in good condition.
• Contact Procurement Services if there are problems with the delivery.
• Never give verbal authorization to a vendor when you initiate a purchase requisition.

On Line Ordering
• Orders up to $3,000 can be placed on-line with; Staples Advantage, VWR, Fisher Scientific, Sigma Aldrich.
• Visit the Procurement web site for the application form.
• Orders are sent directly to you
• Invoicing will be sent directly to AP.

Tendering
• Contact the Procurement office in Halifax for requirements with estimated value close to or above;
  ▪ $25,000 for Goods
  ▪ $50,000 for Services
  ▪ $100,000 for Construction

General Policies and Procedures
• Visit the Procurement web site or contact Procurement Services for questions on Policies and Procedures.