

## **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.