

## OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	B300 Supply of Goods and Services	
CROSS REFERENCE:	B200 Budget Owner Responsibility B300 - 1PR Purchase Card System B300 - 2PR Fleet Card B300 – 3PR Purchase Order System B300 – 4PR Standing Purchase Order System B300 – 5PR Competitive Purchasing B300 – 6PR Competitive Purchasing Exception B300 – 7PR Emergency Purchase B300 – 8PR Contracting for Services with Individuals and Unincorporated Businesses B300 – 9PR Contracting for Services with a Limited or Incorporated Company B300 – 11PR Travel Expense	
NEW \ REVISED		
	Administrative Services Committee	Academic Council
	October 13, 2015	

### POLICY STATEMENT

The College will take a comprehensive and coordinated approach to supplying the goods and services needed to conduct the business of the College that includes and addresses acquisition, receiving, distribution, direct payment or expense reimbursement, and **asset management**.

### SPECIFIC GUIDELINES

The purpose of this policy is to ensure the supply of goods and services is undertaken in a fair and open way that provides the greatest benefit to the College while remaining in full compliance with legislation and other related College policy and procedure.

Toward achieving this, the relevant department need act in a fiscally responsible manner to ensure efficient and cost-effective systems and appropriate standardized procedure is in place for the College community.

The supply of goods and services must be undertaken as follows:

- in full compliance with applicable legislation, other related College policy, and established College procedures
- in a timely, efficient and ethical manner
- through fair, open and transparent processes and
- with due regard to the effective stewardship of the College’s financial resources.

The specific authority to acquire goods and service extends to the College campus through certain distributed procurement methods/systems and compliance with established Olds College purchasing procedures. Purchases made in the name of Olds College that do not comply with the policies and procedures of Olds College will be the obligation of the person placing the order and not the obligation of the College.

## DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
<b>Goods and Services</b>	Those commodities and services required to conduct the business of the College including those related to travel and hosting activities.
<b>Asset Management</b>	Includes both the inventorying and disposition of assets.

## IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President responsible for Business Services through the CFO. This policy will be reviewed at least every three (3) years.