



## PROCUREMENT POLICY

Policy Name:  
Procurement

Responsible Owner:  
Vice President, Administrative  
Services and CFO

Created

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#### A. PURPOSE

The purpose of this policy is to articulate expectations relating to Procurement and Procurement processes at Douglas College (the College), including the principles to be followed throughout the Procurement process.

#### B. SCOPE

This policy applies to all College employees involved in any Procurement activities for all

**Contract:** Written or verbal business arrangement between two or more parties that creates a legally binding obligation on the College.

**Contractor:** A person or company that undertakes a contract to provide materials or labour to perform a service or do a job.

**Procurement:** The process of strategic vetting and selecting of vendors, establishing payment terms, negotiating contracts and purchasing all of the goods, services and work that are vital to an organization.



**Order:** A buyer-generated document that authorizes a purchase transaction, when accepted by the seller becomes binding on both parties and that sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment and other associated terms and conditions, and identifies a specific Vendor or Contractor

**Purchasing:** A subset of Procurement that generally refers simply to the transactional process of buying goods or services.

**Vendor:** A third party in the supply chain that makes goods and services available to companies or consumers.

#### D. POLICY STATEMENTS

1. Douglas College is committed to aligning its business practices with [values](#) and seeks to



*Policy* and all relevant guidelines and procedures, including those pertaining to insurance and indemnifications intended to limit risk exposure to the College.

[Standard Operating Procedure](#) (for internal users)

- *Procurement – Goods and Services*
- *Purchase Requisition Request*

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Accounting Guidelines](#)

- *Spending and Commitment Guidelines*

[Administration Policies](#)

- *Conflict of Interest*
- *Contracts*
- *Privacy*
- *Signing Authorities for Procurement Activities*

G. RELATED ACTS AND AGREEMENTS

- [British Columbia Service and Policies \(BC Bid\)](#)
- [Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)](#)