



Responsible Unit Financial Services / Procurement Services
 Last Reviewed/Updated July 2022
 Title: **Quick Reference Guide for Procuring Goods and Services**

Procurement Card (P-Card)

- Splitting orders to avoid exceeding thresholds is not permitted.
- P-Card is not to be used for travel, meals, and entertainment purposes.
- Single Transaction: \$1,000
- Monthly Spend Limit: \$4,000

- Requesting a Card
 - Contact the Manager, Budgeting and Accounts Payable for an application form.
 - Forward completed application to the Manager, Budgeting and Accounts Payable.
 - Allow up to two weeks for delivery of the card.
 - You will be contacted for an orientation session once the card is available.

Purchase Requisitions and Purchase Orders (POs)

- Splitting orders to avoid exceeding thresholds is not permitted.
- Requisitions are submitted electronically through Colleague.
- To request a Colleague account: <https://financial-services.acadiau.ca/colleague.html>
- Quotes are required for most purchases. Forward quotes and any supporting documentation to procurement@acadiau.ca.

Value	Procurement Method
Up to \$24,999	One quotation is mandatory for purchases up to \$24,999, and a requisition must be submitted in Colleague Finance. Purchases must be processed using a duly authorized Purchase Order.
\$25,000 to \$49,999	Two quotations are mandatory for purchases from \$25,000 to \$49,999, and a requisition must be submitted in Colleague Finance. Purchases must be processed using a duly authorized Purchase Order.
\$50,000 to tender thresholds	Three quotations are mandatory for purchases from \$50,000 to tender thresholds. A requisition must be submitted in Colleague Finance. Purchases must be processed using a duly authorized Purchase Order. Alternately, invitational, or public tenders may be issued for goods in this range.

- The initiator is responsible for securing the proper approvals by entering the approver when creating the requisition. Requisitions submitted with missing or incorrect approvers will not be processed. Procurement Services will create the PO and email it to the vendor, copying the initiator. See the Signing Authority Policy for additional information.
- As soon as the goods/services are received in full and in good condition, send the receiving documentation to accounts payable.
- Contact procurement@acadiau.ca for expediting, or if there are problems with the delivery.
- Rush orders must be managed by Procurement Services. Do not place orders directly with a vendor.

Local Field Orders

- Contact Procurement Services to request Local Field Orders.
 - Give the White copy to the supplier and obtain the receipt from the supplier.
 - Send the Yellow copy with the receipt (and invoice if provided) to Accounts Payable.
 - Retain the Pink copy for your files.

Procurement Thresholds and Tenders

- Contact Procurement Services for requirements with an estimated total value of:
 - \$121,200+ for Goods
 - \$121,200+ for Services
 - \$302,900+ for Construction

For more information, visit the Procurement Services website or contact Procurement Services at procurement@acadiau.ca

