



Purchasing Policy	
Category: Administrative	Approval Date: January 6, 2023
Policy Owner: Vice President, Finance and Administration & CFO	Effective Date: January 6, 2023
Policy Administrator: Manager, Procure to Pay and Business Operations	Review Period: 3 years
Recommended by: Polytechnic Leadership Team (PLT)	
Associated Documents Purchasing Procedure Fee for Service Contracts Procedure Purchasing Manual Purchase Requisition Form Change Request Form Single/Sole Source Request Form Purchasing Card Manual	

PURPOSE

The purpose of the Policy is to set principles associated with procurement practices at Red Deer Polytechnic.

SCOPE

This policy applies to all employees, contractors, and agents associated with RDP who purchase on behalf of RDP. It encompasses all purchases processed with funds administered by RDP including funds held on behalf of others, unless otherwise defined in the funding agreement or explicitly excluded in the procedures to this Policy.

This Policy does not apply to recruitment and employment contracts, and inter-department purchases.

POLICY

In support of its operations and strategic goals, Red Deer Polytechnic (RDP) strives to procure goods and services, in a transparent, efficient, ethical, and accountable manner with respect to the expenditure of public funds and to protect the legal and financial interests of the institution.

1. Roles and Responsibilities

- 1.1 Procure to Pay office in Finance administers, facilitates and supports the procurement processes of the Polytechnic.

- 1.1.1 Procure to Pay is responsible for developing and maintaining purchasing policies and procedures for the Polytechnic.
- 1.1.2 Procure to Pay is responsible for issuing purchase orders, conducting competitive bidding, research, training, compliance and providing advice, sourcing and support to Schools/Departments as required.
- 1.2 Authority to make most purchases is delegated to departments in situations where the Purchase Value is below the competitive bidding threshold or RDP service departments are not required to be used. Departments completing purchases shall ensure that they are compliant with this Policy and accompanying Procedures and Guidelines.

2. Budget and Approval

- 2.1. All purchases are subject to available budget funds.
- 2.2. All purchases must be properly authorized in accordance with the *Signing Authority and Contractual Commitments Policy* currently in effect and all applicable procedures.

3. Ethics and Accountability

- 3.1 All purchases made in the name of RDP are processed using the established purchasing methods outlined in the associated procedures and in accordance with relevant laws, legislation, and applicable trade agreements and in compliance with the ethical and professional purchasing standards.
 - 3.1.1 RDP conducts its purchasing activities with transparency, ensuring open, non-discriminatory and fair process.
 - 3.1.2 RDP ensures that our employees exhibit high levels of ethical behavior while procuring goods and services for the Polytechnic, consistent with the RDP's *Employee Code of Conduct Policy*.
 - 3.1.3 Buyers shall remain free from any obligation to any supplier and shall, at not time or under any circumstances, engage in any activities that might influence or appear to influence a procurement decision.

4. Records

- 4.1 Finance is the custodian of all original competitive bidding documents, vendor invoices, and other documents related to purchasing activities.
- 4.2 Risk, Privacy and Legal Services is the custodian of all original signed contracts.
- 4.3 Purchasing records and related information may include implicitly or explicitly confidential information. These records shall be treated as confidential and not inappropriately disclosed internally or externally. These records are also subject to the Freedom of Information and Protection of Privacy (FOIP) Act.

5. Sustainable Procurement

- 5.1 RDP is committed to social and environmental sustainability and regards procurement decisions and activities as opportunities to positively impact the social, economical and environmental well-being of our community.
 - 5.1.1 Where possible, the Polytechnic will use sustainability criteria and weightings in procurement process to evaluate and consider suppliers and capabilities in their performance on ethical, social and sustainable considerations.

6. Interpretation and Compliance

- 6.1 The owner of the Policy or delegate provides final interpretation of the Policy. Any exceptions to the Policy must be pre-approved by the Policy owner.
- 6.2 Employees, contractors, agents and buyers acting on behalf of RDP are responsible for knowing, understanding and complying with this Policy and related procedures.
- 6.3 Failure to comply with this policy may result in loss of spending authority and/or purchasing privileges and/or disciplinary actions up to and including dismissal.

RELATED POLICIES

- [Asset Disposal Standard Practice](#)
- [Employee Code of Conduct Policy](#)
- [Hosting and Business Expenses Policy](#)
- [Signing Authority and Contractual Commitments Policy](#)
- [Travel and Related Expenses Policy](#)

DEFINITIONS

Buyer: an employee of the Polytechnic responsible for selection and procurement of goods, services and construction services, acting on behalf of a School/Department, or Procure to Pay office.

Competitive Bidding: a publicly conducted purchasing process where requirements are made known and open to all desiring to participate. This process is conducted by Finance in consultation with the Division/School.

Goods: means physical goods that can be produced, bought and sold.

Purchase Value: estimated total maximum value of the purchase, whether awarded to one or more suppliers, taking into account all forms of remuneration to be paid a supplier including premiums, fees, commissions, interest, and the total value for optional renewals, excluding taxes.

Services: means intangible products that do not have a physical presence, including software products, consulting services and professional services.

Spending Authority: a power delegated to select Polytechnic positions to authorize expenditures up to a specific amount.