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Name: Procurement – General Responsibilities and Limitations

Policy Number: 4-1002
Origin: Financial Services
Approved: 1 August 1994
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Responsibility: Manager, Procurement Services
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Supersedes: Procurement: General, Index G-1 and Procurement: Responsibilities and Limitations, Index G-3

The policies contained herein, as well as any related documentation, apply to all employees who are directly or indirectly involved in the acquisition of goods and services on behalf of the University. The University does not sanction business transactions processed through personal means and submitted for reimbursement.

Procurement Services, a division of Procure to Pay Services, has been given responsibility to work with user departments for the purchase of goods and services with the objective that they obtain maximum value for dollars disbursed while working within the guidelines of established processes. These objectives are best achieved through Procurement Services where individuals are trained in negotiation, cost reduction, cost avoidance and other material supply methods. Exceptions to policy must be approved at the appropriate level (see [4-1022 Procurement – Exceptions to Policy](#)).

Saint Mary's University is legislated to conform to the requirements of the Province of Nova Scotia's Public Procurement Act (June, 2012) which prescribes to the Terms & Conditions of the Canada Free Trade Agreement (CFTA) and Comprehensive Economic and Trade Agreement (CETA).

A public procurement process is required for purchases in excess of specific amounts (see [4-1027 Purchasing Thresholds Policy](#))

Department Responsibilities

The Manager/ Head of the requisitioning (user) department is responsible to:

1. review the purchase request to ensure that it is an appropriate University expenditure;
2. ensure that the Purchase Requisition Form is accurately completed and authorized. In instances where the transaction is to be processed through the University's Purchasing Card (Pcard) Program, the Dept. Head / Manager is responsible to ensure that an authorized reconciliation of the transaction(s) is completed and submitted to PcardSubmissions@smu.ca prior to the month end cut off.
[\(See Policy 4-1021 Procurement – Procurement Card Program\);](#)
3. ensure that adequate funds are available.

By signing the Purchase Requisition Form, the signing authority acknowledges and approves payment for any additional price variance related to such things as Canada Customs duties, taxes and clearance charges, shipping & handling charges, delivery charges, etc.

The user department may request vendor quotations provided the quotations are forwarded to Procurement Services with the Purchase Requisition Form.

Where a good or service is covered under an consolidated agreement such as; Interuniversity Services Inc. (ISI), Government of Canada (GOC), Province of Nova Scotia (PNS), other public sector entities or a University specific agreement, employees are expected to support and participate in the agreement.

A list of the current University and ISI Supply Agreements can be accessed on [SMUport](#).

Procurement Services Responsibilities

Procurement Services is responsible to:

1. ensure that the appropriate process has been followed in the acquisition either by initiating the process or by giving functional direction to others delegated the authority;
2. obtain best value for the goods or service;
3. maintain effective, professional relationships with suppliers and potential suppliers;
4. monitor the quality and kind of goods or service in order that the best interests of the University be served; Procurement Services shall not alter specifications without discussion with the user department;
5. ensure all legislated procedures are followed and appropriate reports maintained.