



# F&A – PROCUREMENT & PURCHASING

## POLICY STATEMENT

Canopy Support Services will ensure the practice for purchasing goods and/or services is in accordance with Generally Accepted Accounting Principles, the Broader Public Sector Procurement Directive, and Ministry and funder guidelines. Consideration will be given to budgetary constraints and fair treatment of all vendors. At all times, the conduct of individuals involved will comply with the *Ontario Broader Public Sector Supply Chain Code of Ethics* (Policy F&A – Supply Chain Code of Ethics)

## DEFINITIONS

“Purchasing Agent” refers to the function of the Payroll and Financial Analyst and the Accounting Coordinator to support the purchasing function of the organization in securing goods and services effectively.

## PROCEDURE

### Purchasing Guidelines

- All employees involved in the purchasing of goods and/or services must be familiar with and abide by the Ontario Broader Public Sector Supply Chain Code of Ethics (Policy F – 2.07).
- All purchases must be within budgetary limits, unless approved by the Chief Executive Officer and Board of Directors.
- The Finance Department is responsible for verifying the amount requested is supported by the appropriate documentation and the signature is that of the appropriate signing authority.
- A purchase order will be issued to the vendor whose offer represents the best combination of quality, price and lowest risk to Canopy Support Services.
- The specifications of a purchase must not be developed in such a way as to deliberately favour one vendor over other similar and competent vendors.

### Purchasing Process

- To ensure adequate segregation of duties, requests for purchases will be initiated by:
  - completing an F.9 - Purchase Order Form or an F.5 MasterCard Purchase Form;
  - submitting the completed form(s) to the applicable Manager for review and authorization; and



- submitting the authorized form(s) to the Purchasing Agent.
- The Purchasing Agent is assigned with gathering all requests for purchases, investigating the best source for the item/service while considering the needs of the program/agency, reviewing the budgetary constraints, maintaining a running knowledge of available inventory, and recognizing the buying trends of the agency.
- The Vendor of Record (VOR) purchasing avenue will be used as much as possible and will be one of the three quotes obtained on larger purchases.
- The Purchasing Agent will make the purchase on account, request an invoice be submitted to Finance, or use the agency credit card depending on the amount, source, and urgency of the purchase.
- All figures mentioned in the Purchasing Policy are net of GST/HST thus considering no GST/HST rebate.

### Quote Requirements

- For goods and/or services up to \$4,999.99 – 2 quotes, by telephone or written
- For goods and/or services \$5,000.00 - \$24,999.99 – 3 written quotes
- For goods and/or services \$25,000.00 - \$99,999.99 – 3 written quotes obtained through an open and transparent competitive process
- For goods and/or services over \$100,000.00 – open and transparent competitive process

### Approvals & Authority

- Any purchases up to \$500.00 are approved by the applicable Manager with a limit of \$2500.00 for the Quality Assurance and Operations Manager and Financial Controller
- Purchases over \$500.00 and up to \$9,999.99 are approved by the Chief Executive Officer or their designate as appointed by the Board Chair.
- Any expenses in an approved budget by the Board of Directors can be initiated by the Chief Executive Officer.
- Unbudgeted expenses:
  - \$10,000.00 to \$25,000, in excess of the approved budget, are approved by the Chief Executive Officer with approval from the Board Chair.
  - Any amount over \$25,000 has to be approved via motion by the Board of Directors.
- Any purchases in excess of the available funding are approved by the Board of Directors.
- Front Line workers, Supervisors and Employees not mentioned have no spending authorization.



### Cheque Requisition

- Staff will need to complete in detail a Cheque Requisition Form (Form F.2) when making purchases and submit the form to their Manager for approval and authorization.
- Managers will authorize Cheque Requisition Forms within their budgeted allocations.
- The Manager will forward the approved Cheque Requisition Forms to the Finance Department who will issue a cheque as requested.
- The person approving the request cannot be the person to whom the cheque is to be written.

*Katlyn Guthrie*

Nov. 12, 2020

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Katlyn Guthrie  
Chief Executive Officer

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Date

**Reference:** Policy F&A –Supply Chain Code of Ethics, F.2 Cheque Requisition Form, F.5 MasterCard Purchase Form, F.9 - Purchase Order Form