

## When do I...?

### Need a Purchase Order (PO)?

Purchases of Goods and Services above \$3500 require a PO. Quotes from three vendors are preferred. Exemptions may apply in certain cases.

### Need a Contract?

Services that are high risk, interact with UBC infrastructure, students or UBC relies on that information to make decisions may require a contract for service. If in doubt, please contact the Procurement Team.

### Need a Competitive Bid process?

A competitive tender is required for purchases of \$75,000 CAD and above.

### Talk to Procurement?

As soon as possible! We can work with you to ensure that there are no delays!

## Procurement Vision, Purpose and Values

### Procurement Vision:

Serving and supporting UBCO by adding value to Procurement activities

### Procurement Values:

- Interpersonal Relationships
- Integrity
- Team Work
- Accountability
- Patience, Understanding and Respect

### Your Procurement Team

- Ensure compliance with procurement policies and trade agreements
- Identify strategic buying opportunities
- Advice and guidance on the competitive bidding process for purchases over \$75K CAD
- Advice and direction on small to medium procurement needs under \$75K CAD
- Help sourcing quotes for goods, services, or supplier recommendations
- Monitoring of suppliers performance
- Provide training to the UBCO community on procurement processes

### Services Provided:

- Management of all purchases over \$75K CAD
- End to End Contract services including negotiating and signing contracts
  - General Services, Consulting, Construction, IT Software, Purchase of Goods
- Review Requisitions and issue Purchase Orders (PO's) and Change Orders
- Help track delivery of your order
- Assistance with Customs clearance
- Assistance in the resolution of AP invoice match exceptions
- Management of the disposal of surplus equipment

### Key Policies

Finance Operations, Okanagan Campus  
Office Modular 1 – OM1  
1157 Alumni Avenue  
Kelowna, BC V1V 1V7  
Email: [ubco.procurement@ubc.ca](mailto:ubco.procurement@ubc.ca)

Purchasing Policy (FM2)  
Surplus Equipment Policy (UP3)  
Conflict of Interest and Conflict of Commitment (SC3)  
Capital Projects Policy (FM11)  
Signing Resolution 15 (SR15)

### **Signing Authority**

Procurement has been delegated signing authority under SR15 to sign all purchase agreements/contracts relating to goods and services.

Employees of the University (including Directors, Department Heads and Deans) are not authorized to bind the University to contracts for goods and services.

If you are establishing an agreement or entering into a contract with a vendor, please contact your Procurement team.

### **Contact your Procurement Team**

#### **Management, New Initiatives and Strategic procurement advice:**

##### **Rebecca Way**

Procurement Manager

250-807-8469

[rebecca.way@ubc.ca](mailto:rebecca.way@ubc.ca)

#### **Purchases above \$75K, Competitive bidding:**

##### **Ryan Chernoff**

Procurement Officer

250-807-8613

[ryan.chernoff@ubc.ca](mailto:ryan.chernoff@ubc.ca)

#### **Furniture & IT purchases, Surplus Disposal, advice and support:**

##### **Stacey Broderick**

Buyer

250-807-8470

[stacey.broderick@ubc.ca](mailto:stacey.broderick@ubc.ca)

#### **General buying, Contracts, advice and support:**

##### **Chrystal Matthews**

Buyer

250-807-8517

[chrystal.matthews@ubc.ca](mailto:chrystal.matthews@ubc.ca)