



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: PURCHASING

<b>Policy No.</b>	FA-318	<b>Division</b>	Finance & Administration
<b>Related Policy</b>	FA-304	<b>Board Policy Ref.</b>	n/a
<b>Related Procedures</b>	FA-318-PR FA-317-PR	<b>Effective Date:</b>	July 6, 2011

#### 1. PURPOSE AND SCOPE

The purpose of this policy is to maintain effective and efficient operation of the overall College purchasing function. This policy is designed to achieve best production and service while being cost effective and offering equal and transparent opportunity to industry.

This policy applies to all campuses, departments, divisions, and offices of College of the North Atlantic without exception and shall be followed in respect to the purchase of goods and services using funds administered by the College, regardless of the sources of funding.

College of the North Atlantic's purchasing policies, procedures and practices are in accordance with the Government of Newfoundland and Labrador Public Tender Act and Regulations.

#### 2. POLICY

It is the policy of the College that the purchase of all goods and services for the College shall be carried out by the Purchasing Department (unless otherwise specified in the Petty Cash and Check Requisition Policies) as directed by the Director of Finance and in accordance with Government's Public Tender Act and Regulations.

**3. PROCEDURE**

The Vice-President, Finance and Administration shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	July 6, 2011
Next Review	July 2014