


Policy Name:	PURCHASING	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	January 27, 2015	
Amendment Date:	N/A	
Policy Holder:	VP Corporate Services	
Policy Number:	FIN-005	
Category:	Finance	

PURCHASING

1.00 PURPOSE

The purpose of the policy is to provide Coast Mountain College with a best value and cost-effective supply system with an innovative institutional focus.

2.00 POLICY STATEMENT

Coast Mountain College purchases a wide variety of goods and services to support the delivery of its programs. In acquiring these goods and services, the College will use the open market and will seek to receive the greatest value possible through a combination of quality, price, timeliness of delivery, product and service suitability, compatibility with environmental objectives, suitability of payment terms, and other factors considered desirable by the College.

The Purchasing Department is responsible for:

- Organizing and administering centralized purchasing services for all College departments.
- Purchasing all supplies, equipment, and services, including rental equipment, required by the College, except:
 - learning resource (library) materials not for resale, both print and non-print
 - bookstore merchandise for resale
 - food for the cafeteria

The College is maintained by public funds and all qualified suppliers are entitled to have their products considered when the College is in the market for goods and services.

3.00 PROCEDURES

- See Appendix 1: “Procedures for Purchasing”
- See Appendix 2: “Purchasing Process”

4.00 RELEVANT LINKS & RESOURCES

Related Coast Mountain College Policies:

- Employee Code of Conduct
- Contract Agreements

Related Legislation:

- [College and Institute Act \(British Columbia\)](#)
- [Sale of Goods Act \(British Columbia\)](#)
- [Excise Tax Act \(Canada\)](#)
- [Freedom of Information and Protection of Privacy Act \(FOIPPA\)](#)

Trade Agreements:

- [Canadian Free Trade Agreement \(2017, between the government of Canada and the provinces and territories\)](#)
- [New West Partnership Trade Agreement \(2009, between the governments of British Columbia, Alberta, and Saskatchewan\)](#)