



**GENERAL MANUAL POLICY**

APPROVED BY:

Executive Director

CATEGORY:

Finance

TOPIC:

Purchasing Policy

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**POLICY**

Major purchases made on behalf of Community Living Thunder Bay shall be made by the Purchasing Agent. Purchase requests shall have appropriate approval prior to being processed. Employees may make minor purchases using petty cash, credit cards, and invoices in compliance with the limits.

**CLTB adopts the:**

**Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics**

**Goal:** To ensure an ethical, professional and accountable BPS supply chain.

**I. Personal Integrity and Professionalism**

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

**II. Accountability and Transparency**

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

**III. Compliance and Continuous Improvement**

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

Initial: 

**GENERAL MANUAL PROCEDURE**

**TOPIC: Purchasing Policy**

**PROCEDURE**

1. Requests for major purchases shall be forwarded to the Purchasing Agent in writing by the manager of the budget. The budget manager is responsible to ensure that the purchase request is within the manager's approved budget and has appropriate approval in accordance with the following limitations.
2. Limits for purchase approvals are:
 

Team Leaders/supervisor/managers:	To a maximum of \$3,000
Purchasing manager	To a maximum of \$10,000
Executive Assistant	To a maximum of \$10,000
Senior Team:	To a maximum of \$25,000
Executive Director:	Items over \$25,000
3. When the requested item is over the purchase limit of the Supervisor, the request **should be signed** by each level (as identified in #2) up to the applicable approval level. If the request is by email, the email should be cc'd to the appropriate approval levels. Purchases over \$25,000.00 may require up to three levels of sign off to avoid a conflict of interest.
4. The following are the recommended procurement methods for all goods, non-consulting services and construction:

Value of Purchase	Means of Procurement	
\$0 to \$99.99	Petty Cash/Corporate Credit Card	Recommended
\$100 to \$3,000	Corporate Credit Card/invoice	Recommended
Over \$3,000 to under \$10,000	Verbal quotes with Invoice and/or Credit card if within limits	Recommended
\$10,000 to \$99,999.99	Three written quotes (must be kept on file by approving manager)	Recommended
\$100,000 or more	Open competitive process: RFP or Tender	Required

The following are the recommended procurement methods for all consulting services:

Value of Purchase	Means of Procurement	
\$0 to \$99,999.99	Three written quotes (must be kept on file by approving manager)	Required
\$100,000 or more	Open competitive process: RFP or Tender	Required

