

Guidelines for Purchasing Goods and Services



- 1. Consumable items (examples: food, office supplies)
Non capital purchases (under \$1,000)
Contractual services (under \$1,000)**

The general rule to follow is to be cost conscious and prudent in making choices about where to buy. Keep in mind that budgets are limited and value for money is important. Typically there will be regular suppliers for these items and this is acceptable as long as checks are carried out periodically with other potential suppliers to ensure comparable prices and quality.

- 2. Contract Orders (examples: skates, paper)**

In some cases our partner agencies (Park Board City, School Board) have purchasing contracts. Normally, these have been tendered. Where such an opportunity exists and where it is in Britannia's interest to do so, use may be made through these contracts.

- 3. Capital acquisitions (orders over \$1,000)
Contracted services (over \$1,000)**

At least two comparative prices should be obtained. In the case of goods and services over \$5,000, at least three quotations should be used.

- 4. Computers**

a) Consumable supplies (cartridges, ribbons etc) - use procedure #1 (above)

b) Non capital items under \$1,000 (memory chip, software upgrades etc) - Use procedure #1 above. These purchases may be approved only by the Executive Director or the Manager of Administrative Services

c) Capital acquisitions use the procedure under #3 (above). Items in this category need specific prior approval from the Finance Committee or Board, as applicable.

Businesses which are socially responsible and ethical and compatible with the vision, mission, principles of Britannia Community Services Centre Society.

Work with businesses which are committed to the well being of their employees and the communities in which they operate.

Note: In all cases, the following points should be observed.

- (1) business is to be carried out only with suppliers who are properly licensed and operating lawfully.

- (2) in considering where to purchase, price is a key factor. It is also acceptable to consider quality of goods and services where there is a significant difference.
- (3) where price and quality are comparable the following priority shall be used
 - (a) local businesses (East Vancouver)
 - (b) B.C. businesses
 - (c) Canadian businesses
 - (d) all others
- (4) THESE PROCEDURES ARE SUBJECT IN ALL CASES TO THE PURCHASE ORDER PROCEDURES.