



Approved June, 1987, Res. No. FA-92-87 (AC-21-87)
Amended Oct. 17/90, Res. No. FA-209-90
Amended Feb. 21/96, Res. No. FA-21-96

PURCHASING POLICY AND PROCEDURES

Purchase Order Policy

A purchase order (P.O.) must be prepared for all goods and services prior to the purchase, with the exception of utility services, and statutory payment, with a total value over \$1000.00. Purchases of less than \$1,000.00 will be made using a cheque requisition or corporate credit card.

Purchase Order Preparation

The purchase order will describe the items(s) to be purchased, the work to be performed if of a service nature or the type of rental. The Purchase order will show quantity, description, account code and unit price and will be extended to include all taxes.

Where an exact price is not available the best estimate obtainable will be used and should be noted as such.

Where approval of the Authority is required, the approving Resolution Number should be included on the purchase order.

Where a purchase order relates to a contract, the approved total cost of the contract and the billing periods should be specified in addition to the above information.

Purchase Order Distribution

- Top Copy - to be forwarded to supplier
- Second Copy - to be forwarded to the Accounts Department immediately following authorization
- Third Copy - to be kept by the Accounts Department for numerical filing and records
- Fourth Copy - to be kept by the person requesting the P.O. until the goods and/or services are received; then signed and dated as goods satisfactory and received, or not, by the appropriate Program Director and forwarded to the Accounts Department
- the appropriate Program Director should initial price changes to the fourth copy, should it differ with the invoiced price.

Responsibility of Person Requesting Purchase Order

Purchase order must be requested through and/or approved by the appropriate Program Director. Purchase Orders under \$5,000.00 must be authorized by the appropriate Program Director. Purchase Orders over \$5,000.00 must be authorized by the General Manager, or in his absence, the specified designate.

Cheque Requisition

The cheque requisition will include a description of the item(s) to be purchased and will identify the quantity, unit price, appropriate account code and all taxes. All cheque requisitions must be authorized by the Program Director or General Manager.

Credit Cards

Summaries of all credit card purchases will be submitted by the person to whom the card is issued immediately at the end of each month. The summary information will describe the purchase and the appropriate account code. All monthly summaries are to be approved by the appropriate Program Director or the General Manager.

Purchase Order Requirements

Purchasing Limits

Purchasing Procedures

Up to \$1,000.00

- purchase order authorized by Program Director

\$1,000.00 to \$5,000.00

- a minimum of three (3) verbal quotations required and recorded on a quotation sheet with written confirmation of the low quote. When other than the low quotation is recommended, a written explanation is required on the quotation sheet as well as the authorization of the General Manager. Purchase order to be authorized by Program Director.

\$5,000.01 to \$25,000.00

- a minimum of three (3) written quotations required and recorded on a quotation sheet. Where other than the low quotation is recommended a written explanation is required on the quotation sheet. Purchase order to be authorized by the General Manager or in his absence, the specified designate.

over \$25,000.00

- tenders called by public notice in daily Regional newspapers. Tender opening to be in accordance with approved Authority policy. Tender award subject to Authority approval. Purchase order authorized by the General Manager or in his absence, the specified designate.

Extra Work Orders and/or
Change Work Orders

- up to contingency:
- (a) requires the approval of the General Manager
over contingency:
- (b) requires approval of Authority



TENDER POLICY

In accordance with the Purchasing Policy and Procedures, as adopted by the Authority under Resolution No. FA-85-87, and amended under Resolution NO. FA-21-96, tenders will be called for the purchase of services or supplies (excepting surveys and studies) exceeding \$50,000.00 in cost:

(1) TENDER PROCEDURES

The following procedure will be followed when tenders are to be invited:

- (a) Tenders shall be advertised in daily regional newspapers and appropriate trade journals.
- (b) At least ten (10) calendar days' notice will be given preceding the last day set for the receipt of tenders unless the Authority directs otherwise.
- (c) A tender shall not be considered unless it is received by the Authority in a sealed envelope by the time set for closing of the tender.
- (d) The tender notice shall include a general description of the services or supplies to be purchased, shall state where the forms and specifications may be secured, closing date and time for submitting tenders, time and place tenders will be opened and that the CAO receives all tenders.
- (e) At the discretion of the CAO, the Authority may charge a non-refundable fee for copies of plans and specifications for any tender.
- (f) In addition to advertising for tenders, the Authority may invite sealed tenders from known vendors of the required supplies or service by sending them a copy of such tender notice.
- (g) Tenders shall be sealed and submitted to the CAO and shall be identified as a tender on the envelope.
- (h) All tenders will be initialled by the receiver and shall have the date and time received in a tender log book.
- (i) The designated Authority receiver shall note the tender, the date and the time received in a tender log book.



(2) TENDER OPENING

- (a) No tender shall be accepted after the closing time and the CAO /Secretary Treasurer shall return, in an unopened form, any tenders received after the time stated in the tender notice.
- (b) Tender opening shall be open to the public and shall be held at the time and place stated in the tender notice.
- (c) The tenders shall be opened by an Authority member and the CAO.
- (e) No award of tender shall be made at the tender opening unless the Authority directs otherwise.
- (f) A report and recommendation regarding tender award shall be submitted to the Authority for approval.

ISN: 0700551666
Cheque #14214

41,226.02

NIAGARA PENINSULA CONSERVATION AUTHORITY
250 Thorold Road West, 3rd Floor
Welland, Ontario
L3C 2V2
(905) 788-3153
<http://www.niagarpreservation.ca>

BANK OF MONTREAL
THOROLD, ONTARIO

NO 000037111
DATE 2014-04-22
CAD\$ 41,226.02

014214

PAY TO THE ORDER OF
D'ANGELO, CARMEN
RE: CONSULTING SERVICES

**Forty-One Thousand Two Hundred Twenty-Six and 32/100 Dollars

NIAGARA PENINSULA CONSERVATION AUTHORITY

⑆014214⑆ ⑆04032⑆001⑆ 1005-590⑆ ⑆0004122602⑆

[Handwritten Signature]

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BACKEND
0700551666