



Procurement Principles

1. Ensure value for money including the total cost of ownership which includes but is not limited to environmental, ecological, economic and social impact values.
 2. Respect for the professional and ethical guidelines set out in the Supply Chain Canada Code of Ethics.
 3. Ensure compliance with all trade agreement obligations and legislated requirements.
 4. Provide equal opportunity for qualified suppliers and contractors to participate in UFV business.
 5. Establish standardization of goods, equipment and technology wherever possible to realize best value.
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Signing Authority

Employees must ensure the purchases are authorized by the signing authorities responsible in accordance with the UFV policies identified above in the Related Policies / Legislation section of this Policy.

Signing authorities or delegates are responsible for notifying the Procurement Services Division of planned high dollar value, politically sensitive, or complex purchases in sufficient time as to allow for scheduling of resources and an appropriate procurement process.

Payments can be made under a UFV issued P-card per the P-card Program Procedures Guide. Splitting of requisitions or contract as well as the use of contract extensions shall not be used to avoid open competition thresholds.

Exempt Expenditures

The following items will not require the submission of a Purchase Requisition