TRU Campus Staff and Faculty Guide

Purchasing Guide

Step by Step Guide

Procurement Services
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0) **DEFINITIONS on Spend vs Signing Authority**

**SPEND AUTHORITY:** Delegated authority to spend for an allocated budget. Spend must be in accordance with TRU Policies. Purchases are made through Purchasing.

**SIGNING AUTHORITY:** A person delegated by the Board of Governors to be able to Sign Agreements and Contracts on behalf of TRU and has the ability to bind the University.

**PURCHASING POLICY (Extract)**

<table>
<thead>
<tr>
<th>POLICY NUMBER</th>
<th>BRD 02-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVAL DATE</td>
<td>APRIL 9, 2008</td>
</tr>
<tr>
<td>LAST AMENDMENT</td>
<td>FIRST VERSION</td>
</tr>
<tr>
<td>REVIEW DATE</td>
<td>APRIL, 2013</td>
</tr>
<tr>
<td>AUTHORITY</td>
<td>BOARD OF GOVERNORS</td>
</tr>
<tr>
<td>PRIMARY CONTACT</td>
<td>VICE-PRESIDENT, ADMINISTRATION AND FINANCE</td>
</tr>
</tbody>
</table>

**POLICY**

**I. PURPOSE**

The purpose of this Policy is to ensure that the University obtains the best value for its expenditures while ensuring that all procurements and procurement processes are characterized by the highest level of institutional and personal integrity; that the procurement process is open, transparent and fair; and that all qualified vendors are given the opportunity to compete for the University’s business.

**II. SCOPE**

1. This Policy applies to all faculties, divisions, departments, programs, faculty and staff. It identifies those with the authority and responsibility to acquire goods and services on behalf of the University and sets out the principles to be followed throughout the procurement process.

2. This Policy covers all University purchases for goods or services including capital expenditures and goods for resale.

**III. POLICY**

1. Under authority delegated by the Board of Governors to the Vice-President, Administration and Finance by the Signing Authority Policy, the Vice-President, Administration and Finance is authorized to commit the University to supply agreements, purchase orders, licenses, contracts, leases or other legally enforceable documents.

2. The Vice-President, Administration and Finance may delegate specific purchasing authority to other individuals and/or departments, retaining functional authority over these individuals and/or departments with respect to the specific purchasing authority delegated.

3. Only duly authorized individuals can commit the University to supply agreements, purchase orders, licenses, contracts, leases or other legally enforceable documents. (Please refer to the TRU Signing Authority Policy.)

4. Where a commitment is purported to have been made in the name of the University by someone who does not have proper authorization, the University will not be bound by the commitment. In the event the unauthorized commitment is made by an employee of the University, that employee will be financially liable for the commitment and will not be indemnified by the University.

5. Where appropriate, the acquisition of goods and services should be by a competitive bidding process.
1). PURCHASING DOCUMENTS AND THRESHOLDS

**Delegated Spend Authority (under $1,500)**

Cheque Requisition (under $1,500)
- Cheque Requisition and Approved Invoice sent to Finance for payment

P Card (under $1,500 or transaction limit allocated)
- Only approved P Card holders may spend up to the transaction limit approved and allocated by their manager/supervisor

**Web Requisitions (over $1,500)**

- Purchases Over $1,500 require a Web Requisition created in FAST. The web requisition is then later processed into a Purchase Order by Purchasing. FAST is accessed through ‘MyTRU’ and has a tutorial tool accessed through the HELP button. The tutorial demonstrates how to create or copy a Web Requisition, attaching documents, forwarding for budget approval or to Purchasing for processing. Below is detailed the thresholds and process for a Web Requisition

**The Following Thresholds are at Purchasing’s Discretion**

**Quote: (Over $1,500 but under $10k)**
- Under $10k only one quote is needed to process the purchase to the vendor.

**Request for Quote (RFQ): (over $10k but under $30k)**
- An informal process for spend over $10k but under $30k. A simple document that is sent to several vendors (minimum 3) to obtain best price and delivery. Purchasing has a one page document should you require one.

**All requirements $30k and above**
- Competitively bid by processing a suitable bid document and posting on BC Bid. Bid documents can be RFP, RFB, RFT, etc. Purchasing will identify the need by reviewing the scope and ensuring the correct document is given to you for completion.
- Once a final document approved by both the Department and Purchasing is ready Purchasing will post to BC Bid. See Section 2 of this guide for the Bidding process.

**NOTE:** Every purchase must have appropriate documentation, spend authority, and be in accordance with TRU Policies.
2) **COMPETITIVE BIDS: – Expected time line for average process**

- Once the Department has drafted the bid document and sent in a web req Purchasing will do a final review and will be ready to post on BC Bid. The timelines for posting an average bid is given as an indication. Complexity of bid may require posting for longer periods to ensure adequate bid submissions are received from potential vendors.

**MINIMUM TIME LINES**

<table>
<thead>
<tr>
<th>Process</th>
<th>Minimum days from issue</th>
<th>Example of dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date (posted to BC Bid)</td>
<td>0 days</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; November 2011</td>
</tr>
<tr>
<td>Site visit (if required)</td>
<td>7 days</td>
<td>8&lt;sup&gt;th&lt;/sup&gt; November 2011</td>
</tr>
<tr>
<td>Receipt Confirmation</td>
<td>14 days</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; November 2011</td>
</tr>
<tr>
<td>Close of Questions</td>
<td>14 days</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; November 2011</td>
</tr>
<tr>
<td>Close of Competitive Bid</td>
<td>21 days</td>
<td>22&lt;sup&gt;nd&lt;/sup&gt; November 2011 (2 pm PST, Tues/Wed/Thur preferred)</td>
</tr>
<tr>
<td>Evaluation sent to Committee</td>
<td>22 days</td>
<td>23&lt;sup&gt;rd&lt;/sup&gt; November 2011</td>
</tr>
</tbody>
</table>

- From working on the documents to close of award any contact with potential bidders shall be through Purchasing to ensure a fair and transparent process and to conform to Canadian Bid Law and good business practices.

- Once the competitive bid has closed Purchasing will step you through the process of evaluation, recommendation on award, legal review (if required) and the award process. This process can take a considerable time (2-10 weeks on average) so please allow sufficient time for the complete process before you need the work to commence.
3) PSA - PROFESSIONAL SERVICE AGREEMENT

PSA are used for Consulting Service Contracts to protect the liability, indemnity and limit the risk to TRU when working with Consultants. If you have a requirement that may be a consultant service please contact Purchasing for support. Consultant service examples are: Architect, Business Consultant, Auditor, Training/Presentation, Translation, Business Review, Marketing, Fundraising, etc.

a) Check for Employee vs. Independent Contractor

1) The End User is to check the potential PSA Consultant is not in a conflict situation. Check for an employee of TRU (check address book - Telbook) and if needed HR before proceeding or Purchasing will help.

2) Verify the type of work to be carried out. If staff work, (union/association) then this needs to be verified with HR if this work should be posted as a staff position (temp or permanent).

Work with the Purchasing department on identifying the nature of the work.

Use the below Employee/Contractor check list as a general guide.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Yes/No</th>
<th>Independent Contractor</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position has some of the following components: Job Description, paid bi-weekly or regular timeframe, pays union/association fees, provided benefits, supervises or is supervised by TRU employee</td>
<td></td>
<td>Pays own benefits, HST, WCB or Insurance, Paid by milestone payment for completed tasks, takes direction but is not supervised and will not supervise TRU Employees</td>
<td></td>
</tr>
<tr>
<td>Carries out duties that are core to TRU Business</td>
<td>Assigned projects or projects that support the core business (as a consultant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has no chance of profit or loss</td>
<td>Has potential for profit or loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee – Employer Relationship</td>
<td>Owner – Consultant Business Relationship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cannot subcontract work</td>
<td>Can subcontract the work or send a replacement to complete the work if acceptable to TRU.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRU supplies workspace, computer, phone, email, stationary supplies, or necessary training and mentoring</td>
<td>Consultant provides own computer, tools, and maintains office at own facility.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRU may supply tools (example: Corporate Credit Card, Fuel Gas Card, Vehicle, laptop, etc.)</td>
<td>Consultant provides all tools and equipment and carries insurance where necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No capital investment</td>
<td>Consultant has capital investment in company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRU owns Intellectual Property</td>
<td>Consultant owns Intellectual Property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cannot refuse to do work unless it is unsafe or illegal to do so</td>
<td>Can accept or refuse work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Focus is long term employment</td>
<td>Primary focus is short duration projects</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are content that this is in fact a consultant (individual or organization) then a PSA will need to be processed.

The first step is to identify the value of the whole contract. Under $10,000 only one consultant need be approached for a quote. Over $10,000 but under $30,000 three consultant quotes will be needed. Over $30,000 a competitive bid is conducted and posted to BC Bid. Once you have established the process with Purchasing you will be asked to create a draft PSA document. The only exception to these thresholds is academic services (example: creating a teaching program/session etc). The threshold for academic is up to $30,000 only one quote is needed. See the table below for further clarity of thresholds.

**Work must not commence until all documents have been approved and completed by Purchasing. If you require help please call us at 250-371-5757.**

**Competitive PSA Process is as follows:**

<table>
<thead>
<tr>
<th>Work Type</th>
<th>$0 - $10,000.00</th>
<th>10,000.01 - $30,000.00</th>
<th>Over $30,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Consultant Work (Administration type work)</td>
<td>One quote or specifications needed</td>
<td>Three quotes needed or Sole Source Justification</td>
<td>Competitive bid (RFP) or Sole Source Justification <strong>Legal Review Required</strong></td>
</tr>
<tr>
<td>Academic Consultant Work</td>
<td>One quote needed only</td>
<td></td>
<td>Competitive Bid (RFP) or sole source Justification <strong>Legal Review Required</strong></td>
</tr>
</tbody>
</table>

PSA’s are completed by the End User Department detailing the work to be completed, commencement of work, expiry of contract, milestone payments, achievable, cost breakdown and location of the work. Once completed the PSA needs appropriate approvals as shown below.
The following details will outline the steps in having a PSA processed.

**Steps to Creating a PSA:**

**Step 1.** Create the PSA following the FAST Web Requisitions for PSA’s process

**Step 2.** PSA is sent to the following
   a) Under $30,000 – sent to Consultant for signature and completion
   b) Over $30,000 – sent to Legal Counsel for review and Legal will provide feedback. Feedback (limiting risk to TRU) to be incorporated into the draft contract before being sent to the Consultant for Signature and completion.
   c) Should only one source be available for the services or goods or the item is proprietary or patent, a Sole Source Justification may be considered. Please talk to Purchasing if you believe you have a justifiable reason why a sole source is the ONLY course available.

**Step 3.** Consultant signed PSA is now sent to TRU signatory based on the following signing authority chart.

Depending on value of the PSA, the bottom left lower corner is signed by 1 or 2 of the following TRU approved signatories:

**Authorization 6 of the Signing Authority Policy BRD 02-1**

<table>
<thead>
<tr>
<th>Value</th>
<th>Signature</th>
<th>2 Signatures</th>
<th>Designated Signing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $50k</td>
<td>Requires one signature</td>
<td></td>
<td>AVP’s, Chief Recruitment office OL or Chief Enrolment Officer</td>
</tr>
<tr>
<td>$50-200,000K</td>
<td>requires one signature</td>
<td></td>
<td>President, VP OL, VP Admin and Finance or Provost and VP Academic</td>
</tr>
<tr>
<td>$200,000-$2mil</td>
<td>Requires two signatures</td>
<td>One of the following:</td>
<td>President, VP’s (excluding VP Admin and Finance)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plus – One of the following:</td>
<td>VP Admin and Finance, AVP Finance</td>
</tr>
</tbody>
</table>

For TRU approved signatures on the PSA the threshold approvals must be followed to conform to Canadian Bid Law

Once completed the PSA and approved Web Requisition package is sent to purchasing for a PO to be processed.

**Step 4.** The consultant receives the completed PSA and Purchase Order from Purchasing

**Step 5.** The consultant may commence work

**NOTE:** On rare occasions a third party contract (vendors contract) will be used instead of a TRU Contract (PSA or Agreement for Services AFS). For any third party contract over $5,000
a Legal review is required. Legal Counsel will recommend any changes that need to happen. It is the responsibility of the End User to negotiate with the vendor to incorporate the recommended changes. If the End User requires any assistance please call Purchasing and we will offer guidance. Any risks that are identified by Legal Counsel that cannot be negotiated into the Vendors (third party) contract, the risk will need to be identified on the Legal Feedback form and accepted by the End User Department if they wish to proceed.
4). P Card (Corporate Credit Card)

Application

Credit cards may be issued to ongoing employees of TRU. P Card application forms are available on the Procurement Website under forms. Applications must identify the default budget (fund and org) that the expenses will be applied against. The budget signing authority for your department must sign the application and forward to Purchasing for processing.

Orientation

Once the P Card is received from the bank you will be notified it is ready for pickup and a short orientation session will be scheduled. The orientation session will cover how the card can be used, your spend authority (per transaction and per month limits). It will also cover appropriate spend and use of the card. Certain items cannot be purchased using the corporate P card. Examples: dangerous goods, alcohol, jewelry, leases etc. You will be supplied with a P Card Holders Manual that will explain the exempted goods and expectations (including reconciliation) of being a card holder.

Reconciliation

On a monthly basis you will be expected to reconcile your P card. You will have received a step by step guide at your Orientation session. A month of expenses (transactions) closes off on the 26th of each month. Therefore on the 27th of each month you are able to access your statement and complete your reconciliation of your transactions for the past month. Once the reconciliation is complete the statement can be printed and receipts attached.

Statement Approval Process

Card holder will sign the statement which indicates that all expenses are in accordance with the Corporate P Card Policy. Your approver will review the statement and receipts and sign if he/she approves the charges. Any disapproved charges shall have a personal cheque attached to statement and made out to Thompson Rivers University. Purchasing will deposit the Cheque at Cashiers (Finance) to reimburse the default account. The completed signed and approved statement is sent to Purchasing for review by the 20th of the following month.

PROCESS FLOW CHART:

P Card Questions: please call Purchasing at 250-828-5385

Updated Mar 2017
5. **DISCOUNT vs. REBATE vs. DONATION:**

Confusion can exist between the accepting of a discount, donation, rebate or requesting special consideration within a bid.

It is appropriate for Purchasing to encourage discounts and rebates within a bid process.

**Discounts** come in many shapes: Educational Discount, Volume Discount, Research discounts (CFI). Discounts can also be accepted when a vendor offers 'buy (5) and get (1) free. Nothing is expected in return to the vendor for the free item.

**Rebate:** Rebate based on annual or accumulated spend. Rebates can escalate as thresholds are realised.

**Donations** are not solicited within a bid situation due to the perception of preference and the requirement of tax implications. Donations of goods are to be made through the Office of Advancement who will accept donations and offer tax receipts for the value of the goods donated. No preference in the bidding process shall be given to a company that offers a donation to TRU.

6. **SOLE SOURCE/SINGLE SOURCE**

**Sole Source/Single Source** *(Definition):* A sole source contract implies that there is only one person or company that can provide the contractual services/goods needed, and any attempt to obtain bids would only result in one person or company being available to meet the need.

**Under $10,000** total spend TRU is at liberty to source directly with a vendor for the goods or services.

**Over $10,000 but under $30,000** a sole source justification must be created by the end user and offered with the Web Requisition to Purchasing. Purchasing will make every effort to find an alternative source and obtain a competitive quote. Purchasing and End User work on final award.

**Over $30,000** a sole source justification must be created by the end user and offered with the Web Requisitions to Purchasing for processing. Purchasing will make every effort to find an alternative source (via internet search, historic source files, end user input, similar organisations, phone books etc.)

Other options are to:

1) Post an Expression of Interest document on BC Bid – leads to formal bid process
2) Post a Notice of Intent on BC Bid

3) Post a regular competitive bid document and see who responds

All the three items above are accepted as competitive processes and therefore you are not sole sourcing the project and a sole source justification is not needed. Talk to the Purchasing Department to discuss the options. Under normal circumstances it is better to avoid direct award as Sole Source documents are complex and require approval.

**Sole Source Over $30,000 process**

- **Option 1** Competitive:
  - Receive one Quote and Web Req for over $30,000
  - Purchasing discuss with End User the options to progress with Purchase
  - Opt 1. Post a Competitive Bid – see section 2 for details

- **Option 2** Expression of Interest:
  - Opt 2. Post an Expression of Interest
  - If more than one bid received RFP follows to those that responded. If only one bid received award directly. Can negotiate with one bid

- **Option 3** Notice of Intent:
  - Opt 3. Post a Notice of Intent
  - Substantiated challenge received - go to RFP
  - Recommended by Purchasing to AVP Finance for review
  - Approved: Move to PO
  - Failed Approval move to option 1, 2 or 3

- **Option 4** Sole Source:
  - Opt 4. Sole Source Justification must be justifiable
  - No Challenge received - award

Thresholds are discrentional on the part of Purchasing

Updated Mar 2017
7. **CFI (Canadian Foundation for Innovation) GRANTS (www.Innovation.ca)**

The CFI has established a rigorous, competitive and independent merit-review process that rewards excellence. The CFI relies on experts from across Canada and around the world to ensure that only the very best projects receive funding. **CFI funding is awarded to institutions, not individual researchers**, and all funding proposals must support an institution’s strategic research plan.

Eligible Canadian institutions apply to the CFI through a suite of funds, and all applications are assessed using three broad criteria:

- Quality of the research and its need for infrastructure;
- Contribution to strengthening the capacity for innovation;
- Potential benefits of the research to Canada.

The CFI funds up to 40 percent (40%) of a project’s research infrastructure costs. This funding is then leveraged to attract the remaining investment from partners in the public, private and non-profit sectors.

**Sample of Eligible and Non-eligible costs – visit: www.innovation.ca for comprehensive listing**

**Eligible costs (sample)**

- Research equipment and components
- Shipping, transportation and installation of research infrastructure (including brokerage fees, excise taxes and duties)
- Warranty and/or service contract purchased at the same time as the research infrastructure. The initial warranty period plus any extended warranty/service contract period must not exceed five years.
- Software licences. The initial licensing period plus any upgrade(s) must not exceed five years.
- Laboratory furniture
- Communications infrastructure essential for the research activities described in the proposal
- Travel to a manufacturer, dealer or supplier to select research infrastructure
- Initial training for the main operator(s) of the research infrastructure. It is expected that the main operator(s) will train other users. Alternatively, an initial group training session may be provided by the vendor at the institution.
- Professional, technical and managerial personnel, consultants and contractors directly involved in the design, engineering, manufacturing, installation, construction or renovation of the infrastructure
- Construction or renovation of space essential for housing and effectively using the infrastructure
- Acquisition of a database or the time-limited design and development of a database to the point that it is ready for exploitation by a designated research community
• Costs associated with a digital library initiative that builds on the CFI-funded Canadian National Site Licensing Project

**Non-eligible costs (sample)**

• Purchase or lease of real property
• Infrastructure used for teaching and/or clinical care
• Office furniture and supplies
• Internal fees for the use of infrastructure owned by the institution (e.g. lease of server space)
• Operating costs related to the general maintenance and overhead of the research infrastructure, and of the building or other facilities in which the research infrastructure is situated

The CFI will, however, allow the cost of eligible item(s) to be covered in part by these non-eligible partners provided that this portion is not used to leverage CFI funds. The portion of an eligible item’s cost for which the CFI funding will be calculated (usually a maximum of 40 percent) will be the total cost of eligible item(s) less the funding received from the non-eligible partner. Canada Foundation for Innovation 31

For example:

<table>
<thead>
<tr>
<th>Full cost of eligible item</th>
<th>$200,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSERC contribution to the purchase of item</td>
<td>($40,000)</td>
</tr>
<tr>
<td>Portion of cost for which CFI funding will be calculated</td>
<td>$160,000</td>
</tr>
<tr>
<td>Maximum CFI funding ($160.00 x 40%)</td>
<td>($64,000)</td>
</tr>
<tr>
<td>Eligible partner contributions</td>
<td>$96,000</td>
</tr>
</tbody>
</table>

**Valuation of items with in-kind contributions (section 6.5.3)**

The valuation method depends on the nature of the item, while the documentation required depends on the amount of the related in-kind contribution. In some cases, the fair market value of the item is known. In other cases, the value must be assessed using commonly accepted methods. In all cases, a description of the valuation method used or expected to be used must be provided to the CFI at award finalization.

It is the responsibility of institutions to ensure that the reported fair market value is reasonable. Institutions must keep on file all supporting documentation for audit purposes and provide it upon request.

[www.innovation.ca:/Policies/Policy and Program Guide](http://www.innovation.ca/) Table 6.3 describes how items involving in-kind contributions should be valued and the minimum documentation requirements. If an item is not specifically referenced in the table, please contact the CFI.
**Reporting of items involving in-kind contributions (Section 6.5.8)**

Items involving in-kind contributions must be assessed and reported as eligible costs at fair market value.

Associated sources of funding for items will usually consist of cash and an in-kind contribution. It is important to note that only a special CFI discount in excess of the normal and educational discounts constitutes an eligible in-kind contribution. The special CFI discount (eligible in-kind contribution) is equal to the fair market value of the item less the net selling price.

For example:

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>List price</td>
<td>$500</td>
</tr>
<tr>
<td>Normal discount</td>
<td>($20)</td>
</tr>
<tr>
<td>Educational discount</td>
<td>($80)</td>
</tr>
<tr>
<td>Fair market value (eligible cost)</td>
<td>$400</td>
</tr>
<tr>
<td>Net selling price (cash consideration)</td>
<td>($300)</td>
</tr>
<tr>
<td>Special CFI discount (eligible in-kind contribution)</td>
<td>$100</td>
</tr>
</tbody>
</table>

6 *In some cases, the fair market value of the item may not be known and the value must be assessed using commonly accepted methods. Institutions should refer to section 6.5.3 for a complete list of acceptable valuation practices.*

7 *Nil in the case of wholly donated items.*

**Fair market value (eligible cost)**

The agreed-upon price in an open and unrestricted market between knowledgeable and willing parties dealing at arm’s length that is fully informed and not compelled to transact. The fair market value is the price an institution would be expected to pay in such circumstances, after normal and educational discounts, but prior to any special CFI discount offered towards a CFI-funded project.

**Normal discount**

The discount a vendor would normally offer to an institution, taking into consideration factors such as the institution’s current volume of transactions and location. Discounts for early settlement or for settlement in cash are considered normal discounts.

**Educational discount**

The discount offered to an institution due to its educational status.

**Net selling price**

The cash consideration paid or payable by an institution.
Special CFI discount (eligible in-kind contribution)
Any discount beyond the normal and educational discounts offered to an institution, which is specifically offered as a contribution toward a CFI-funded project. The special CFI discount is equal to the fair market value of the item less the net selling price.

How to assess Fair Market Value

Other Scenario’s exist. Refer to www.innovation.ca/policy/

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Acceptable valuation practice</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item is regularly sold to other customers (not one of a kind) and more than one supplier can provide</td>
<td>Fair Market Value of the item upon transfer of ownership to the institution</td>
<td><strong>(Category 1.)</strong> A written confirmation from supplier of the list price, normal and educational discount (if any) special CFI discount and net selling price.</td>
</tr>
<tr>
<td>Item is not sold regularly to other customers (i.e.: one of a kind) and more than one supplier is willing to provide it</td>
<td></td>
<td><strong>(Category 2.)</strong> Comparison of fair market values stated in all bids received (min 2 bids) or post a public notice. OR Third party appraisal of fair market value of the item upon transfer of ownership to institute</td>
</tr>
</tbody>
</table>

**Category 1:** Under $100k, or $100-500k but less than 10% of total eligible project costs.

**Category 2:** $100-500k but more than 10% of total eligible project cost or where all individual items were the in-kind contribution is greater than $500k

Updated Mar 2017
8. **VEHICLE RENTAL**

In Province Rentals (Daily/Weekly): The Province of BC has put in place Corporate Supply Agreements (CSA) for Vehicle Rental in BC. Kamloops can use one of three Budget Rent-a-Car offices, Williams Lake two offices (National & Ron Ridley). Quote the Corporate ID code to receive the preferred pricing and all inclusive insurance. Do not accept special rates unless the agencies provide written assurance that the terms and conditions of the CSA will apply. Special rates can invalidate the Provincial CSA terms and insurance.

All required insurance is included in the BC Province CSA. ($2mil 3rd Party Liability, Collision and Comprehensive coverage for the amounts greater than the deductibles). Do not accept any insurance offers including Collision Damage Waiver/Loss Damage Waiver, Personal Injury/Accident insurance or Cargo/personal effects insurance.

<table>
<thead>
<tr>
<th>City</th>
<th>Address</th>
<th>Company</th>
<th>Phone</th>
<th>Corp ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kamloops Airport</td>
<td>Fulton Field</td>
<td>Budget Rent a car</td>
<td>888-368-7368</td>
<td>A162000</td>
</tr>
<tr>
<td>Kamloops South</td>
<td>820 Notre Dame Drive</td>
<td>Budget Rent a car</td>
<td>888-368-7368</td>
<td>A162000</td>
</tr>
<tr>
<td>Kamloops D/town</td>
<td>100 Victoria Street</td>
<td>Budget Rent a car</td>
<td>250-374-8288</td>
<td>4CA1000</td>
</tr>
<tr>
<td>Williams Lake Airport</td>
<td>Main Terminal</td>
<td>National Car Rental</td>
<td>250-989-4261</td>
<td>3614638</td>
</tr>
<tr>
<td>Williams Lake</td>
<td>665 Oliver Street</td>
<td>Ron Ridley Rentals</td>
<td>250-392-6828</td>
<td>Ask for CSA rate</td>
</tr>
</tbody>
</table>

Insurance for rental is included in CSA pricing. **Do not accept any other insurance or offers**

| Out of Province Vehicle Rental | Ask for CAUBO University Rates with National Car Rental or Enterprise Rent-a-car. | Take Insurance |

9. **HOTEL RENTAL**

In Province: hotel rates on the Province website: [www.pss.gov.bc.ca/csa](http://www.pss.gov.bc.ca/csa)
In or Out of Province: hotel rates at CAUBO: [www.caubo.ca/supplier_contracts/hotels](http://www.caubo.ca/supplier_contracts/hotels)

Hotel rates include a choice of regular hotel, campus suites, residence rooms etc. Check out the websites for best deals and locations

10. **NON COMPLIANT PURCHASE**

   a. **SPLIT PURCHASES**

      Purchases that are split into two separate purchases to avoid a $ threshold. It is unacceptable to split purchases. Process a Web Requisition to Purchasing or call Purchasing to discuss options

   b. **RETROACTIVE PURCHASES**

      Retroactive Purchases are commitments made to a vendor without the required authorization and/or documentation (see Page 2, section 111 Policy, sub-section 4 of this guide or Purchasing Policy BRD 02-2). The TRU employee making the commitment may be requested to complete a Non Compliance document to be
signed by the executive and a sole source documentation if appropriate to the spend amount.

10. **PD FUNDS**

Using PD funds is very similar to using regular TRU funds. Faculty members who have access to PD funds are allocated $1,500 annually to be spent on teaching aids, courses etc.

For the purchase to be ‘tax free’ and in accordance with CRA policies the purchase must be more in the interest of the University than to the individual requesting the purchase.

The Faculty Member can accumulate their PD funds for up to 3 years. Faculty Members cannot supplement the fund with their own personal money to make a larger purchase. If you are unsure what funds you have accumulated please call Finance at 5649.

If you choose to use the PD funds for the purchase of a lab or classroom computer/laptop a buy back option (market value) is available to you after a three year period should you leave TRU or retire. However, for this to apply the PD Funds form needs to be completed and signed and it must be on inventory list at IT Services.

**Steps to using PD funds**

1) Complete a PD Fund Request form and seek approval from your Chair or Dean in accordance to the TRUFA Agreement.

2) For purchases over $1,500 or technology items (computers, laptop, software etc.) a Web Requisition has to be completed within FAST, detailing the description and if you have a quote please attach. Also attach the signed PD form. The Web Requisition and attachments must be coded appropriately to PD funds. Once complete it can then be sent to your departments signing authority for approval.

3) If you are buying a Technology Item: The approved Web Requisition and attachments is then sent to IT Services. IT Services will verify the item is network approved, has warranty and comes with an insurance plan. Buy involving IT Services you also ensure the item is supported by IT Services and has been set up for you. IT Services will forward the approved Web Requisition to Procurement Services (Purchasing) to be processed further into a Purchase Order.

4) If you are buying any item other than Technology Item: The approved Web Requisition and attachments can be sent directly to Procurement Services (Purchasing) for processing.
5) If you have any questions on the process please refer to your TRUFA agreement, your faculty heads, Finance or Procurement Services (Purchasing)

12. **CONTACT INFORMATION:**

**Director – Supply Chain Management**  
Bob Munro  
250-828-5299

**Procurement Services Manager**  
Eric Vandermeulen  
250-852-7165

**Purchasing Clerk and P-Card. Susanne Cross**  
250-828-5385

**Shipping, Receiving, Mail, & Courier Services Supervisor – Lisa Fiset**  
250-852-6294

**Purchasing/Facilities Clerk and PSA’s – Melissa Laracy**  
250-371-5757

**Sr. Purchaser – Mary-Lou Stephenson**  
250-828-5475

**Sr. Purchaser – Chantal Powel**  
250-828-5386

**Purchaser – Jordan Del Giudice**  
250-828-5387

**FEEDBACK:**

We would appreciate your feedback on this document. If you have any suggestions that would improve the clarity or aid understanding please contact Purchasing: purchasing@tru.ca

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