

Ottawa Congress Centre Redevelopment Program
Procurement Policy

CONTRACTING PROCEDURES FOR GOODS AND SERVICES

Scope

As an extension to the Ottawa Congress Centre (OCC) Procurement Policy, this Appendix outlines specific guidelines and procedures for the procurement of goods and services as required in the delivery of the OCC Redevelopment Program.

Contracting Procedures for Goods and Services

There are three different methods by which to procure goods and services:

1. Purchase Order
2. Petty Cash
3. Acquisition Card

1. Purchase Order:

A purchase order is a purchaser's written offer to a vendor formally stating all terms and conditions of a proposed transaction.

OCC Purchase Order Procurement Process:

In procuring goods by purchase order, OCC will abide by the following steps:

1. Originator (Department with budgetary authority):
 - Obtains competitive quotes
 - Completes a purchase order
2. OCC Accounting Department:
 - Receives purchase order and competitive quotes
 - Reviews the purchase order and competitive quotes
 - Has the purchase orders approved by the OCC Controller and President
3. Copies of the purchase order will be distributed as follows:
 - Copy 1 (White) – Sent to the Supplier
 - Copy 2 (Yellow) – Receiver (Filed numerically by purchase order #)
 - Copy 3 (Pink) – Originator (File alphabetically by supplier)

- Copy 4 (Gold) – Accounting (Filed numerically by purchase order #)
4. Supplier:
 - Fills order and delivers goods to Shipping/Receiving or performs services as specified
 5. Shipping & Receiving:
 - Monitors delivery schedule of outstanding orders and initiates action to expedite delivery as required
 - Matches purchase order to Receiving Report of goods delivered
 - Receiving Report and purchase order sent to Accounts Payable for payment processing

2. Petty Cash Purchase:

Petty cash purchases are made by cash drawn from a cash fund kept at a fixed amount for disbursements, as needed to pay for relatively small purchases (under \$200.00).

A sales slip/receipt and an acknowledgement of payment from the vendor is required to be obtained by the purchaser and is to be returned to the petty cash custodian along with remaining monies from the advance or for reimbursement action.

OCC pays Provincial Sales Tax (P.S.T.) and the Goods & Services Tax (G.S.T.). All taxes must be included in the total price and shown as separate items with a corresponding registration number for G.S.T.

OCC Petty Cash Purchase Process:

In procuring goods with petty cash, OCC will abide by the following steps:

1. When a purchase is required, the employee goes to the vendor and buys the items using an advanced amount of petty cash;
2. The employee returns with the items and files the receipt in a location as determined by OCC;
3. The employee will return any excess monies to petty cash, and record the net amount of petty cash that was used in a transaction book kept with petty cash;
4. At the end of each month, the authorized OCC Manager will reconcile the original purchase receipts with the petty cash transaction book;
5. At any time the sum of cash and receipts must equal the fixed petty cash amount.

3. Acquisition Cards:

The acquisition card (credit card) is a cost effective alternative to purchase orders and petty cash. Cardholders are to adhere to all conditions and restrictions imposed on the acquisition card by the OCC and the acquisition card company.

OCC Acquisition Card Procurement Process:

In procuring goods with an acquisition card, OCC will abide by the following steps:

1. Acquisition cards are issued to individuals approved by OCC Controller. Specific parameters for each authorized card such as a dollar limit per transaction, credit limit per month, expiry date, number of transactions per month, responsibility centre that will be charged for purchases and purchasing restrictions are determined and approved by the authorized OCC Manager. The card contains the cardholder's name and OCC's name;
2. When a purchase is required, the employee goes to (or telephones) the vendor and buys the items (up to the predetermined transaction dollar limit) using the card;
3. The employee returns with the items and files the receipt in a location as determined by OCC;
4. The vendor is paid within 48 hours by the card supplier;
5. At the end of each month, the card supplier sends a single bill to OCC with itemized reports of all purchases made by OCC. The reports show among other things, a list of all OCC purchases, vendors and the amount of each purchase;
6. OCC issues one payment to the card supplier for all purchases made that month; and
7. Monthly statements are received from card suppliers, copied and sent to the respective employee. Employee attaches receipts and submits expense report. Expense reports are approved by employee's manager and then sent to accounting for payment.