



Brock University Facilities Management Operating Procedures

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| Subject: | ACQUISITION OF MATERIALS, TOOLS, AND OUTSIDE SERVICES UNDER \$10,000 | Number: FMOP 1-1 |
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ACQUISITION OF MATERIALS, TOOLS, AND OUTSIDE SERVICES UNDER \$10,000

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1.0 Background. A process is required to be in place to ensure the effective and accountable acquisition of materials, tools, and outside services having an individual or aggregate value of less than \$10,000 by Facilities Management personnel. The process must reflect the requirements of University policies and procedures related to such acquisitions along with Purchase Order thresholds delegated by the Finance Department to the Facilities Management Department.

2.0 Processing of Materials by Shop. The steps for acquiring materials, tools and outside service (also see Annex B) are:

- 2.0.1 If the item is not found in the Facilities Management Department's CUB Maintenance Stores, then a Material Request is created either by entering the information into Facility Focus or completing the preprinted form "Facilities Management – Requisition to Purchase" (Annex A).
- 2.0.2 Procurement cards are available for purchases exclusively at Home Depot and Canadian Tire. The credit card(s) must be signed-out at pick up and signed-in upon return. The sales receipt must also be returned with the card and will indicate whether the material is being charged to Shop Stock or to a Work Request. Charges from the procurement cards are then processed into BEARS and printed



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for signing by the appropriate account Manager (as referenced in the Signing Authority Policy – 4.01).

2.0.3 Petty cash is available for unique and non-repetitive material purchases. These funds can only be disbursed by the Facilities Management Administrative Assistant. The maximum amount allowable is \$50 per sales transaction. All original receipts or vouchers and remaining change, must be returned immediately after the sale. The receipt or voucher must indicate whether the purchase will be applied towards a Work order or to shop stock and is to be signed and dated.

2.0.4 The Administrative Assistant and Customer Service Coordinator will process the material requests as follows:

Administrative Assistant

Plumbing
Locksmith
Carpentry
Grounds
Mechanics
Custodial

Customer Service Coordinator

Electrical
Refrigeration
Service Person / Filters
Millwrights
Controls
Welding

2.0.5 The appropriate Manager (by Team); will approve the Material Request (Annex A) submitted by the tradesperson, once it has been priced by the Administrative Assistant or Customer Service Coordinator. Once approved, it will then be assigned a Purchase Order number and sourced accordingly. For purchases over \$5000, there must be one written quote provided; any amount over \$10,000 must be accompanied by three written quotes. Please reference the Purchasing Policy – 4.02 and the Signing Authority Policy – 4.01 for additional information.

3.0 **Special Circumstances.**

3.0.1. Unique Technical Requirements. Where technical expertise or identification of an item/material is required, the tradesperson will make a site visit to the supplier with a sample, or they may call the supplier and give them the required information so the intended use is clearly defined. The tradesperson must have prior approval from their respective Manager (if unavailable, then the Manager, Maintenance & Operations Services, and, if also unavailable, then the Executive Director) before departing off-site.



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3.0.2. Emergencies & Call-Ins. For emergency/call-in situations (after hours or weekends), where parts and/or materials are required; the tradesperson will call and order the materials from the supplier and pick them up if available. The supplier must have the tradesperson's full name and tag (either the work request number or the location of the emergency on campus) in order to record this information on the packing slip or invoice. On the next business day, the packing slip or invoice must be handed in to the Administrative Assistant or the Customer Service Coordinator, in order for a purchase order to be assigned.

4.0 References

4.0.1. University Policies

4.0.1.1. Signing Authority Policy – 4.01

4.0.1.2. Purchasing Policy – 4.02

4.0.1.3. Petty Cash Policy – 4.05

4.0.2. Related Procedures

4.0.2.1 Facility Focus – Ordering Materials Module

5.0 Not Allocated.

Annexes

Annex A Facilities Management – Requisition to Purchase

Annex B Quick Reference