

# PURCHASING POLICY



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| <b>POLICY NUMBER</b>          | BRD 02-2                                   |
| <b>APPROVAL DATE</b>          | March 27, 2026                             |
| <b>AUTHORITY</b>              | Board of Governors                         |
| <b>CATEGORY</b>               | Board                                      |
| <b>PRIMARY CONTACT</b>        | Vice-President, Administration and Finance |
| <b>ADMINISTRATIVE CONTACT</b> | Director, Supply Chain Management          |

## POLICY

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The purpose of this Policy is to establish governance parameters for all Thompson Rivers University (the “University”) procurement activities, ensuring alignment with institutional values and objectives, and maintaining fiscal responsibility.

The related Purchasing framework document can be found at this link: [Purchasing Framework](#)

The University is committed to obtaining the best value for its expenditures while upholding the highest standards of institutional and personal integrity. Procurement processes will be conducted in a manner that is fair, open, transparent, and compliant with BC Government procurement legislation and relevant trade agreements, ensuring all qualified vendors have an opportunity to compete for the University’s business.

The University aims to leverage its procurement activities to support environmental stewardship, social responsibility, ethical compliance, and Indigenous reconciliation.

## REGULATIONS

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### 1. SCOPE

- 1.1. 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.
- 1.2. The Policy applies to those contractual arrangements that include procurement of goods or services, regardless of cost, including capital project expenditures and goods for resale. Contractual arrangements are also subject to the Signing Authority Policy.

### 2. RESPONSIBILITY

- 2.1. The TRU University Act vests responsibility for the business affairs of TRU to the Board of Governors. The TRU Board of Governors delegates responsibility for the application of this policy to the Vice-President Administration and Finance.

- 2.2. The Director, Supply Chain Management under the authority of the Vice-President, Administration and Finance is responsible for the overall implementation of this Policy, for communicating its contents to the University community, and for ensuring that this Policy's principles are understood and applied.
- 2.3. Vice-Presidents, Associate Vice-Presidents, Deans, Directors and Chairs are responsible for ensuring that the Purchasing Policy is clearly understood and followed within their faculties, schools, divisions, departments, and programs.

### 3. SPENDING AUTHORITY

- 3.1. Spending Authority (i.e. the authority to make decisions with regard to spending) is distinct from signing authority (i.e. the authority to sign documents on behalf of the University making commitments to other parties). Only duly authorized individuals can commit the University to contracts in accordance with the TRU Signing Authority Policy.
- 3.2. The Vice-President, Administration and Finance may delegate specific spending authority to individuals or departments, retaining functional authority over these individuals or departments with respect to the specific spending authority delegated.
- 3.3. Budget Holders - President, Vice-President, Associate Vice-President, Dean, Director, or executive who has been allocated budget holder authority - may delegate unit spending authority to employees who report to them; however, Budget Holders remain accountable for ensuring that all expenditures comply with this policy, the Signing Authority policy, and all applicable procedures. All Budget Holder spending needs to be within the approved budget.
- 3.4. Holders of restricted funds (e.g. research or trust funds) may delegate spending authority but remain accountable to ensure that the expenditures are consistent with the restricted intent for those funds and do not exceed the authorized dollar amounts.
- 3.5. 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.
- 3.6. The Associate Vice-President Finance will ensure procedures and processes related to delegation of spending authority and relevant purchasing controls are in place and effective.

### 4. CONFLICT OF INTEREST

- 4.1. Members of the University community must at all times comply with the University's Policy on Conflict of Interest.
- 4.2. Procurement decisions will not be influenced by gifts from vendors or donations to the University, the TRU Foundation, or any associated organizations.
- 4.3. University employees involved in or responsible for donations must declare a conflict of interest and recuse themselves from a competitive bid process where a relevant donor is a proponent.

## 5. OBJECTIVES

5.1. TRU is committed to obtaining best value by using procurement practices that reflect the highest standards of transparency, fiscal responsibility, and sustainability. Procurement Services will support this by ensuring procurement practices align with the following principles:

- a) ensuring cost-efficiency and long-term value
- b) adhering to legal, trade, and policy obligations
- c) promoting fairness and conflict-free procurement for our vendor community
- d) leveraging partnerships for mutual benefit
- e) integrating environmental and social considerations, prioritizing ethical and responsible procurement; and
- f) supporting healthy and safe workplaces.

5.2. In compliance with applicable trade agreements, TRU will integrate sustainability considerations into its procurement decision-making processes along with traditional considerations like price, quality, service, and technical specifications. The **Four Pillars of Sustainable Procurement** at TRU are:

- a) **Environmental Stewardship** – Seek to advance the goals set by the university's Environmental Sustainability Policy BRD 23-0 through procurement.
- b) **Social Responsibility** – Foster social benefit and local community economic resilience through awarding contracts to local small and medium sized enterprises (SMEs), encouraging payment of living wages by all suppliers and subcontractors, and creating opportunities for employment and/or skills development for equity-deserving groups.
- c) **Ethical Compliance** – Require suppliers and their subcontractors to adhere to standards of ethical business practices. These ethical standards encompass but are not limited to minimum requirements set in national and international law including but not limited to fair labour, employee treatment, wages and benefits, working conditions, and anti-corruption/bribery.
- d) **Indigenous Reconciliation** - Promote reconciliation by creating supply opportunities for local Indigenous businesses, increasing supplier relationships and engaging Indigenous leaders and communities in public spending.

## 6. FRAMEWORK

The framework of Purchasing procedures and processes including thresholds, methods and roles and responsibilities can be found at this link: [Purchasing Framework](#) which is maintained by Procurement Services.