



uOttawa

Faculté des sciences  
Faculty of Science

# PROCUREMENT

## Policy 36 review





# NEW ONE-PAGER

## FAITS SAILLANTS

des règlements et politiques  
adaptés aux chercheurs

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## HIGHLIGHTS

of regulations and policies  
adapted for researchers



<https://sante.uottawa.ca/recherche>

# ***PROJECTIONS***

**Anticipate your  
long-term needs  
for your entire  
research project**



# GUIDELINES



Achat de biens < \$1,000	Remboursement via <u>Concur</u> ou paiement direct par l'agent
Achat de services < \$1,000	L'université doit payer directement les services à des particuliers
Frais de publication	Remboursement via <u>Concur</u> peu importe le montant
<b>Achat de biens et services &gt; \$1,000</b>	<b>Un PO doit être émis avant la commande ou le début du service</b>
Achat de services > à \$5,000	Un <u>contrat de service</u> peut être requis et est obligatoire > \$10,000
Achat de biens et services < \$10,000	Peut être approuvé par un <b>délégué</b>
Achat de biens et services > \$10,000	Deux soumissions sont requises
Achat de biens et services > \$50,000	Trois soumissions sont requises

# EXAMPLE

(Hiring a translator for \$15,000)

Translator



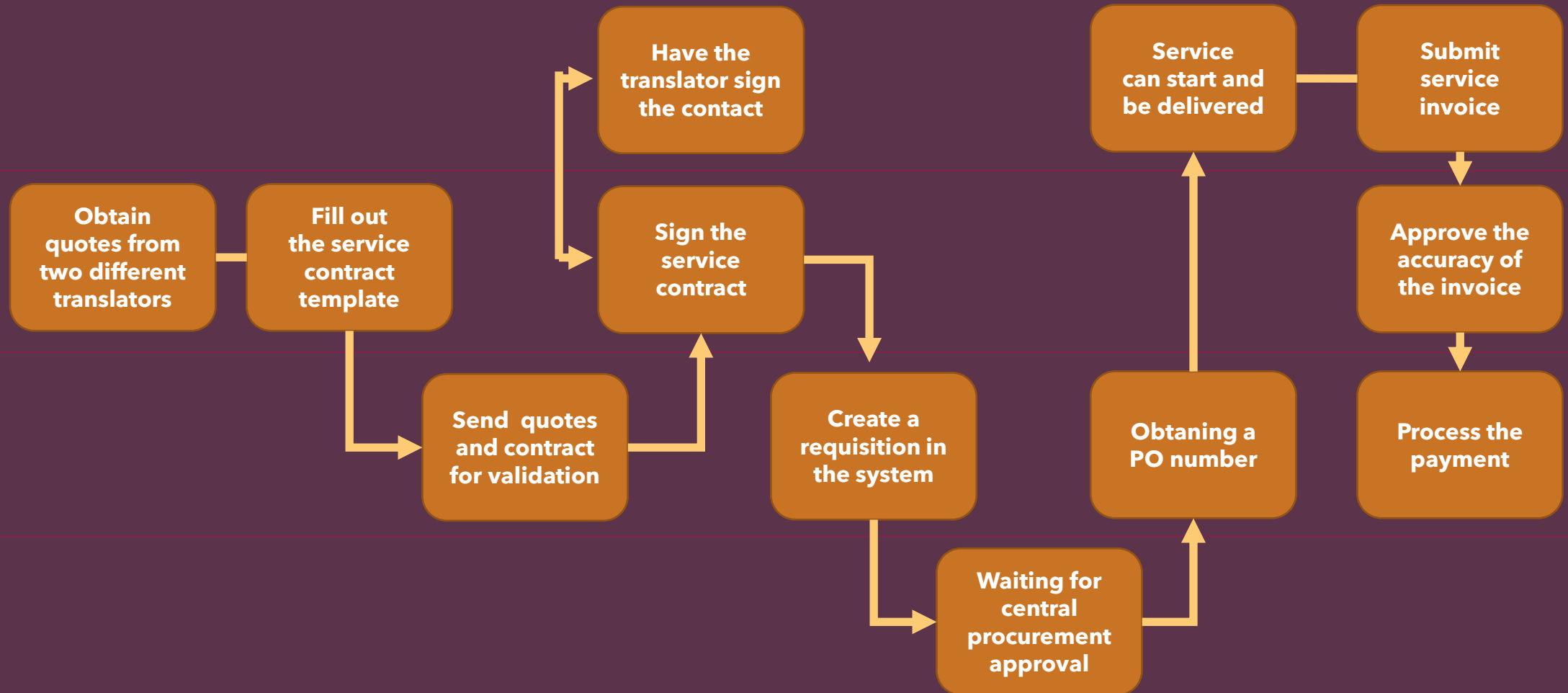
Researcher



HSS Finances



Procurement



# NONCONFORMITY

## Derogation

Sole source  
supplier

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Payment  
over \$1,000



## Transgression

Goods or  
services over  
\$1,000 bought  
without a PO  
number

# CONTACTS



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School of Nutrition Sciences


*Start Here*





# **PROBLEMS ?**

## **Let me know!**

A yellow sticky note is pinned to the top right of the image with a red pushpin. The word "Help!" is written in black cursive on the note, with a horizontal line underneath the word.

**Help!**

A yellow sticky note is pinned to the bottom left of the image with a blue pushpin. The word "URGENT!" is written in black cursive on the note, with a horizontal line underneath the word.

**URGENT!**

**Véronique Boily**  
**Gestionnaire des finances**

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**WE ARE HERE TO WORK WITH YOU**

