PROCUREMENT PROCESS / EXEMPTION MATRIX

Desired Action	Elaboration	Method	Supporting Documents Required	Related Policy / Guidelines (including authorization)	Notes
Procure Goods & Services with a value < $3,500 CAD		Purchase Card or Requisition for Payment (QReq)	Original Invoice	Supply Management Financial Services	
Exemptions:					
	Prefer to issue a Purchase Order with Terms & Conditions, and/or other written agreements.	Purchase Requisition so that a Purchase Order is issued to the Vendor			
	Vendor does not accept credit card payments	Purchase Requisition so that a Purchase Order is issued to the Vendor			
Procure Goods & Services with a value > $3,500 CAD	See: PO Limit Memorandum	Purchase Requisition so that a Purchase Order is issued to the Vendor	Bid paperwork, contract or quote(s), other supporting documentation where applicable.	Policy No. 122 - Purchasing Supply Management	
Exemptions:	The following areas have been identified as exemptions and may be processed via Requisition for Payment where the value exceeds $3,500 CAD **and** the contract or agreement, where applicable, has been reviewed, approved, and signed off by an authorized unit of the University – Office of the University Counsel; Supply Management; Office of Research Services; University Industry Liaison Office; Treasury. Original supporting documentation must be maintained on file by the processing business unit for audit purposes.				
1. Acquisition or lease or rental of property	Real estate	Requisition for Payment (QReq), or Purchase Requisition if PO is desired (for terms & conditions, or encumbrance).	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Policies relating to the Approval of Contracts and Signing Authorities	Agreements to be reviewed by Treasury or University Counsel
2. Advertising	Magazines, newspapers	Requisition for Payment (QReq)	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Human Resources Public Affairs	

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3. Clinical Trials and Patient Care Research	Reimbursement of salaries and benefits paid through other institutions for clinic (direct care) work, clinical research work, research assistant, teaching	Requisition for Payment (QReq)	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Office of Research Services University Industry Liaison Office Supply Management	
4. Conferences / Excursions					
	A. Attending	Travel Requisition for Payment (TReq)		Travel at UBC	
	B. Organizing catering, hotel, etc.	Requisition for Payment (QReq), or Purchase Requisition if PO is desired (for terms & conditions, or encumbrance).	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Travel at UBC	Activities relating to setting up / hosting a conference versus attending.
5. Payments to an individual (non-employee)					
	A. Honoraria: A nominal infrequent payment made to an (non-employee) individual in recognition of the services rendered to or a contribution towards a specific activity of the University. Examples include a speaking engagement, a performance fee or assistance with a special project.	Requisition for Payment (QReq) or Honoraria Requisition (HReq for SmartForm), or Purchase Requisition if PO is desired (for terms & conditions, or encumbrance).	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus where possible, supporting documentation such as the invitation or confirmation to speak, or an event poster should be attached.	Determining Employee / Employer Status	Facts of the relationship need to be reviewed to determine if a worker is an employee or self-employed individual.
	B. Royalty/Copyright Payments: Payments made typically based on a percentage of revenue earned.	Requisition for Payment (QReq) or Honoraria Requisition (HReq for SmartForm)	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Office of Research Services University Industry Liaison Office University Counsel	
	C. Scholarships/Awards: Non-payroll payments to students based on special achievements.	Requisition for Payment (QReq) or Honoraria Requisition (HReq for SmartForm)	Award notification, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Human Resources Enrolment Services Graduate Studies	

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6. Investment and Securities	Group RRSP, investment management	Requisition for Payment (QReq)	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Policies relating to the Approval of Contracts and Signing Authorities	Treasury to be consulted.
7. Professional development and memberships					
	A. Membership remittance, subscriptions	Requisition for Payment (QReq)	Original invoice or equivalent (e.g. membership remittance, subscription renewal form), completed PO/QReq Threshold Exemption Justification form.		
	B. Course and conference registration	Travel Requisition for Payment (TReq)	Original invoice or equivalent (e.g. course or conference registration form)		
8. Legal Services	General, Patent, WorkSafeBC	Requisition for Payment (QReq), or Purchase Requisition if PO is desired (for terms & conditions, or encumbrance).	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Human Resources Office of University Counsel University Industry Liaison Office	
9. Pay a public or health institution, such as hospitals, universities, granting agencies and government	Administrative transfers (salary, supplies, operating costs), grant transfers (BCKDF, CFI), collaborative payments, research fund transfer or refund	Requisition for Payment (QReq)	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Office of Research Services University Industry Liaison Office	Institutional advances and transfers
10. UBC Alma Mater Society or Student Union of UBC Okanagan	Student levy	Requisition for Payment (QReq)	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Policies relating to the Approval of Contracts and Signing Authorities	Contributions from a UBC unit, or the remittance of society fees collected from students by central administration

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11. Taxes or premiums to government or insurance offices	Insurance, union dues	Requisition for Payment (QReq)	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.		Originated by Financial Services and/or Human Resources
12. Utilities	Fibre charge, hydro, natural gas, telephone (land and cellular)	Requisition for Payment (QReq)	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Policies relating to the Approval of Contracts and Signing Authorities	
13. Special Exemption	May be granted by Supply Management on a pre-approved, case-by-case, basis for specific business process requirements.	Requisition for Payment (QReq)	Completed PO/QReq Threshold Exemption Justification form	Supply Management	Contact Supply Management to discuss.

NOTES:

[1] **Personal Reimbursement:** Should not occur regularly; utilize Purchase Card, Purchase Requisition, or Requisition for Payment instead.

[2] **American Express Reimbursement:** Should be processed via Travel Requisition except for the following:

a. COSTCO Purchases: Process via Requisition for Payment as it is not travel related (but is the only credit card accepted)

b. Non-Travel Related Purchases: Process via Requisition for Payment or use Purchase Card instead of AMEX at time of purchase.