



# THE UNIVERSITY OF WINNIPEG

## **A Quick Reference Guide for Ordering Goods at the University of Winnipeg**

All University employees should be aware that there are several ways one can acquire goods for their research or department without the use of personal funds (which will subsequently require waiting for reimbursement through a Payment Voucher request and a deposit to your bi-weekly pay).

Purchasing Services offers five different options to order goods and commit funds for payment:

### **1. Purchase Order**

**This is the preferred method for the procurement of goods for the University.**

Departments initiate a request for a Purchase Order by use of a [Purchase Requisition](#).

For purchase requests that are over \$25,000, a [Capital Expenditure Authorization Form](#) may also be required.

For more detailed information on our Purchasing Policy and Purchasing Procedures, visit the [Purchasing Services](#) website and click on the Policies & Procedures drop-down. You are also more than welcome to reach out to Purchasing Services personnel with any questions you may have on the University's purchasing process.

### **2. Standing Orders**

Standing Orders are contracts with defined releases and preset payments/commitments. These are established via a competitive tendering process, wherever applicable, and then set up on the financial system by way of a purchase requisition request and subsequent contract being established. For more information, see [Standing Orders](#) on the Purchasing Services page.

### 3. Systems Contracts

Systems Contracts are exclusive contracts with designated suppliers for specific commodities of goods or services, with pricing and other terms negotiated University-wide. They are designed to simplify the acquisition process of relatively low-value, highly repetitive goods or services directly from a pre-negotiated supplier.

We have a number of major Systems Contracts currently in place with vendors that allow users to order directly, without having to go through the normal requisitioning/purchase order process.

Some of these vendors are:

**Amazon Business** – allows employees to order miscellaneous supplies through a dedicated Business Account. See [Amazon Business Account](#) on the Purchasing Services website for more information.

**Culligan Water** – a University-wide potable water and water cooler service for departments. Contact Purchasing Services for more information.

**Enterprise/National Car Rental** – car rental service available to Faculty/Staff where a rental vehicle is required. Staff/Faculty can book either directly with a local branch if required within Manitoba or through our travel agent for University-related business travel. Contact Purchasing Services for more information.

**GHY International** – Customs Brokerage services for the University.

**Grand & Toy** – for ordering office supplies and similar related items through a dedicated online portal. See [Grand & Toy](#) on the Purchasing Services website for more information.

**Messer Canada** – the preferred supplier of gases and liquids to support scientific research. Contact Purchasing Services for more information.

**Out'n About Travel** – Corporate travel agent used for the booking of all University business-related travel. See [Out'n About Travel](#) on the Financial Services website for more information.

**Peg City Car Co-Op** – a car-sharing program that can be accessed by any University employee who meets Peg City’s eligibility. For more information and to apply for membership, visit the [Peg City Car Co-Op](#) link on the Purchasing Services website.

**Sierra Courier** – allows departments to request courier services within the City of Winnipeg through a dedicated online portal. Contact Purchasing Services to be set up.

**Unicity Taxi** – allows departments and Security Services to arrange for safe transportation of Faculty, staff, and students. Contact Purchasing Services for more information.

**UPS** - allows departments to ship parcels nationally and internationally through the Mailroom. Contact your Department Assistant or Mailroom staff for help with shipping.

#### **4. Corporate Visa Card**

Staff and Faculty that have been issued a Credit Card can acquire small value, infrequent purchases that would not normally require a purchase requisition/purchase order. These purchases have to follow the policy/procedures for credit card usage and be reconciled on a monthly basis. For more information, review the [Purchasing Card](#) policy.

#### **5. Petty Cash**

Petty Cash can be requested by department staff for purchases up to \$50 per transaction. If an individual does not have access to a university-issued credit card, they may purchase products with their own funds and seek reimbursement by way of Petty Cash. Reimbursement is made upon presentation of a receipt and completion of the [Petty Cash Voucher](#) form.