

| Topic | Question | Answer |
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| Alcohol | Can Alcohol be purchased for HRT classes on the Pcard? | Yes, because classes are not Hospitality. Also we should limit the person(s) or the card(s) on which alcohol can be purchased for this purpose. |
| Alcohol | Can LCBO Gift Cards be purchased with Pcard? | No. Public funds are not to be used to purchase alcohol in any way. |
| Alcohol | Is it a requirement that the President's office approve the serving of alcohol at events regardless whether Humber is paying for the alcohol? (I.e. A celebration where a leader chooses to purchase the alcohol without asking for reimbursement). I expect that regardless of whether Humber pays, the organization continues to have some responsibility in this regard. | <p>The President's approval would be required if public funds were used. If the manager paid out of his own pocket or if it is "cash bar", it would not come under the jurisdiction of the Directive.</p> <p>However, all other legal requirements must be adhered to e.g.. a Special Occasion Permit may be required if we plan to serve alcohol in a location that is not licensed (one can obtain for a fee to LLBO, through Purchasing with 2-3 weeks' notice).</p> <p>An SOP would not be required if the event was held in a licensed location within or outside the campus. In addition all other "reasonable/proper" protocols should be adhered to & enforced, such as limiting the amount of alcohol served to an individual... as we all know, if the person has too much to drink, then we would be held liable in this regard.</p> |
| Alcohol | We've always had an end of semester (holiday) event and retirement events? Can this continue? How do we continue to do this? | The dept meetings & celebrations can continue as they currently do as long as no alcohol is consumed & paid for using College funds. If alcohol is consumed, then "personal" funds have to be used and/or "staff collection" is taken to pay for the alcohol. |
| Alcohol | When we host conferences at Humber, we also include a drink ticket as part of the registration fee. Is this possible moving forward? | Yes, as conference fees (and NOT college funds) are used to pay for alcohol. |

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| Alcohol | What's an example of an approved hospitality where the serving of alcohol may be allowed? | <p>External guests (which are NOT part of any BPS organization) are visiting the college and a Humber staff hosts a luncheon at the Humber Room or another location within the college.</p> <p>A dinner is hosted by a Humber staff at a location outside of Humber for visiting guests.</p> <p>The most senior Humber staff hosting the event must claim reimbursement for the related expenses and, if alcohol is expected to be served, the prior approval of the President must be received (see application form online)</p> |
| Approval | If the regular approver isn't available, can someone else approve a business expense? | Yes, but you must move up the chain of command and use the person above the regular approver. All expenses have to be approved based on the "one above" principle. |
| BPS | What is BPS? | BPS = The Broader Public Sector. i.e. school boards, colleges, hospitals, agencies, etc. In general, all entities that receive government funding are covered under BPS & directive |
| Competitive Bids & Standing Orders | We renew our standing/blanket orders every year, do we need to go to competition? If so, who monitors it? | Depends on the contract and the term of the agreement. If Purchasing had already tendered the original good/service, you would not need to go to competition every year and thus can be used during the contract term. If it is a new good/service, it would have to be tendered. It is a joint and shared responsibility of the school/department and Purchasing staff to monitor compliance with Purchasing policy. |

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| Competitive Bids & Consultants | Through the Competitive bidding process we hired a Health & Safety Consultant to do investigative/exploratory work. We now need to update our policy with new requirements and would prefer to use the same firm as it builds upon the work already undertaken. Are we able to without going back to the Competitive process? | No, to hire a consultant, the bidding process should be utilized. However, if the original bid included the provision of these services, you would not have to go out for bids. |
| Conferences & Professional Development | If there was a conference that included professional development, how would it be classified for budget purposes? | If the PD is part of the Conference, it should be charged to the conference budget line. |
| Consultant | If a PT/Contract faculty is asked to create course outline or make a decision for textbooks, would they be considered a Consultant? | If you hire someone as an employee to provide a service then they are not considered a consultant. |
| Consultant | What about a bundled service that includes training & consulting? | If a consultant is also providing training services, she/he must be selected through a competitive process. |
| Consultant | Do we have to go through a bidding process for experts who conduct Program Reviews? We only pay them \$500-\$1,000. | Yes. Purchasing staff will be working with Rick Emree to develop a Vendor of Record list to cover this need. |

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| Consultant | If there is an Employment Agreement in place where a person is contracted for a short period of time, is this considered a Consultant? | No, if they fall under HR as an employee of the school, then they would not be considered a consultant, and their services would not be classified as consultant services. |
| Expense Claim vs. Per Diem | How do we know when to use the Expense Claim or Per Diem? | You should discuss with your approver prior to incurring the expenses. Approver may also indicate and approve other measures, e.g. if cost-sharing applies. |
| Expense Claims | May we include gratuity & tips with our claims? | Reasonable gratuity & tips are allowed and can be included in the expense claims. The per diem amount is inclusive of tips & gratuities. |
| Hospitality vs. Business Expense | If the event is: A) Student recognition? B) Advisory Meeting C) Open House D) Staff meeting off campus | A) Business Expense B) Business Expense C) Depends on purpose for open house D) Business Expense |
| Hospitality vs. Business Expense | I am taking staff members out for lunch; does that come under the purview of the expenses directive? | No, taking staff for lunch is a business related expense - not hospitality. This is permissible but no reimbursements for alcohol can be claimed. On the expense claim/detailed receipt, the purpose of the meeting along with the name of the individuals entertained have to be identified |

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| Local Value Purchase Orders (LVPO) | Can someone from my school or department be given delegated authority to request quotations for goods or services, above the LVPO threshold, without going through the Purchasing department? | <p>The Purchasing Procedure allows the Manager of Purchasing Services & Sustainability to delegate authority for obtaining quotes up to \$25,000 to a staff member whose job requires on-going purchasing of supplies or services to run a program.</p> <p>An example would be someone who purchases all the food supplies for the HRT classes, or staff who require services from Facilities Management etc.</p> <p>Staff who are delegated such authority will be provided with appropriate training and will be required to provide acceptable documentation related to the competitive process before a PO can be issued by the Purchasing department.</p> |
| LVPO | Can LVPOs be used to order text books? | Yes, as long as the expenditure is under \$3,500. This applies to most items except procurement of consulting services. |
| Sourcing | How much freedom do we have to choose vendors for a specific purchase/service we would like to receive? | <p>If the purchase is under \$3500 the LVPO can be used as long as the vendor exists in the system. If the value is greater than \$3,500 you need to issue a requisition to the Purchasing Dept.</p> <p>Purchase values must not be broken down to take advantage of the LVPO functionality</p> |
| Sourcing | What are examples of Single Sourcing? | <ul style="list-style-type: none"> • Magazine (geared toward high school students & students interested in post graduate studies) • Job Posting – i.e, Globe & Mail (Newspaper typically used to post executive positions) • Yellow Pages (Targeted advertising) |

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| Sourcing | What are examples of Sole Sourcing? | <ul style="list-style-type: none"> • LCBO (only licensed source for alcohol) • Toronto Hydro (Electricity distribution) • Redirack Warehouse Systems (Matching existing racking) • Text book selection for a course • Microsoft Licenses (License must be by Microsoft, but you may then source/tender who to buy from) |
| Sourcing | Are there exemptions for sole sourcing/single sourcing? | <ul style="list-style-type: none"> • Marketing/Advertising <p>Also, see the Appendix B of the Purchasing Procedure on the web</p> |
| Travel | Professional Development or Conference vs. Travel for Business purposes | <p>The new Banner system has object codes that should be used to properly classify each type of expense. You must consolidate each separately.</p> <ul style="list-style-type: none"> • <i>For example:</i> All expenditures related to a conference (accommodation, travel, meals etc.) must be charged to the conference account # 7092. • Mileage expenses to travel from work to an off-site meeting should be charged to account #7200. |
| Travel | Is travel to the United States considered "International travel"? Many of our conferences & training activities occur in the US. | <p>The directive requires that any travel <u>outside the province of Ontario</u> requires the prior approval of the respective VP. The appropriate form is posted on the web.</p> |