

## Research & Innovation Purchasing Procedures

As a Lambton College employee, everyone is expected to review and follow the Lambton College Purchasing Policy found at: <https://www.mylambton.ca/Policies/Policy.aspx?id=2147488067>.

In addition, before any employee of Lambton College makes a purchase under the Research and Innovation Department, the following processes are expected to be followed:

### For small items purchased personally:

1. Fill out the **purchase justification form** on our Applied Research and Innovation website: [www.lambtoncollege.ca/About\\_Us/Applied\\_Research/Documents\\_Forms/](http://www.lambtoncollege.ca/About_Us/Applied_Research/Documents_Forms/) Please note this form need to be **completely** filled out. The price is an estimate however, if there is a **substantial** difference between the estimate and the actual cost, we need to be advised to ensure we are still sticking within our budget.
2. Once we receive the form via email, it needs to get verified and approved. If we have any questions we will email them to the purchaser. Once approved, we will let the purchaser know it is okay to go ahead and make that purchase.
3. Once the purchase is made, the original receipt and an **expense statement form** needs to be submitted, which can be found on mylambton under finance>forms>accounts payable forms [www.mylambton.ca/finance/forms/](http://www.mylambton.ca/finance/forms/)

***Note: we do not advise or expect employees to make purchases personally however we do understand that it may be the easiest option. Cheques will be sent out from accounting within two weeks. Please note: the more complete and accurate the forms are, the easier and faster the processing is.***

### For small items purchased on account:

1. Fill out the **purchase justification form** on our Applied Research and Innovation website: [www.lambtoncollege.ca/About\\_Us/Applied\\_Research/Documents\\_Forms/](http://www.lambtoncollege.ca/About_Us/Applied_Research/Documents_Forms/) Please note this form need to be **completely** filled out. The price is an estimate, however, if there is a **substantial** difference between the estimate and the actual cost, we need to be advised to ensure we are still sticking within our budget.
2. Once we receive the form via email, it needs to get verified and approved. If we have any questions we will email them to the purchaser. Once approved, we will let the purchaser know it is okay to go ahead and make that purchase.
3. When making the purchase, ensure you give the cashier **your name** as well as the **project** it is going under. This makes it easier for accounting to figure out where to send the invoice to.
4. Once the purchase is made, the original receipt need to be submitted to the Applied Research and Innovation office in a timely manner.

**Note: Lambton College has accounts at the following retailers: Lowes, TSC, and Princess Auto. Before you can make purchases using this account, the Applied Research office has to submit a request to accounting for an employee to be added.**

### For small items purchased on a Lambton College purchasing card:

1. Fill out the **purchase justification form** on our Research and Innovation website: [www.lambtoncollege.ca/About Us/Applied Research/Documents Forms/](http://www.lambtoncollege.ca/About Us/Applied Research/Documents Forms/) Please note this form need to be **completely filled** out. The price is an estimate, however, if there is a **substantial** difference between the estimate and the actual cost, we need to be advised to ensure we are still sticking within our budget.
2. Once we receive the form via email, it needs to get verified and approved. If we have any questions we will email them to the purchaser. Once approved, we will let the purchaser know it is okay to go ahead and make that purchase.
3. The purchaser will also receive a copy of the justification form. It is their responsibility to keep this in their records until receiving their visa statement. Once reconciling the statement, all the receipts and corresponding, signed, justifications will be submitted to the Applied Research and Innovation office.

**Note: All Lambton College employees are responsible for reconciling their own purchasing card following Lambton College's guidelines. If you require more information on what is expected please email Jenny Darisi at [Jenny.Darisi@lambtoncollege.ca](mailto:Jenny.Darisi@lambtoncollege.ca).**

### For large items purchased by issuing an invoice to the college/using a PO:

1. Fill out the **purchase justification form** on our Research and Innovation website: [www.lambtoncollege.ca/About Us/Applied Research/Documents Forms/](http://www.lambtoncollege.ca/About Us/Applied Research/Documents Forms/) Please note this form need to be **completely** filled out. The price is an estimate, however, if there is a **substantial** difference between the estimate and the actual cost, we need to be advised to ensure we are still sticking within our budget.
2. In addition, a formal quote from the company we are purchasing from is required. If the amount is over \$10,000, 3 quotes from three different companies is required, as well as a reason why one company was chosen over another (ie. cost, quality, different options, shipping time).
3. When sending in this information, we also require to know the address (including room/lab) the item is being shipped to and who is receiving it.
4. Once we receive the form and quote via email, it needs to get verified and approved. If we have any questions we will email them to the purchaser.
5. Once approved, we will create a purchase requisition and send it to accounting who will issue that company a purchase order (PO).

**Note: This option typically takes a couple days to process.**

If you have any questions and/or concerns regarding these procedures please email Jenny Darisi at [Jenny.Darisi@lambtoncollege.ca](mailto:Jenny.Darisi@lambtoncollege.ca).