

**Update to the Procurement of Goods and Services Procedures
May 2023**

Dear Colleagues,

We are pleased to announce that the [procurement procedures](#) have been updated and posted at the University Secretariat Website. This update specifically addresses the Service Excellence Program's (SEP) recommendations on pre-payments. Finance approvals for pre-payments are no longer required. All pre-payments shall be approved by an employee with the appropriate signing authority in accordance with the corresponding dollar threshold and approval authority under the [University's Signing Authority Register](#) article 10, Procurement of Goods and Services.

While the updated pre-payment approval process will help expedite purchasing and payment processing, it is important to note that there is an inherent risk with pre-payments. Advance or pre-payment should be avoided whenever possible, as it is prudent to not pay for goods or services until they have been received or satisfactorily delivered.

Other updates we've made to the procurement procedures include:

- The establishment of a mechanism where Equity-deserving businesses and social enterprises may request an amendment to the University's standard payment terms,
- Reinforcing broader public sector regulatory requirement to avoid split transactions, i.e., department approvers are responsible for ensuring that their cumulative purchases (at the Department level) from non-vendors of record do not exceed \$25,000 (excluding taxes) in a fiscal year.

These changes align our procurement procedures with the principles of Service Excellence, which include that services should be user-focused, simple and support service users to be empowered and accountable.

Should you have any questions about the updated procurement procedures, please contact Dexter King, Director Strategic Procurement Services at dking@yorku.ca.

Thank you for your cooperation and support.

Sincerely,

Darus Suharto
Interim AVP Finance & CFO

Dexter King
Director, Strategic Procurement Services