



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: PROCUREMENT

<b>Policy No.</b>	FA-318	<b>Division</b>	Finance and Administration
<b>Related Policy</b>	FA-304 PO-006	<b>Board Policy Ref.</b>	GP-F-404
<b>Related Procedures</b>	FA-318-PR CS-317-PR	<b>Effective Date:</b>	May 6, 2025 (R2)

### 1. PURPOSE AND SCOPE

The purpose of the Procurement Policy (the Policy) is to maintain effective and efficient operation of the overall college procurement function. This Policy is designed to achieve best value, transparency, sustainability, and accountability in procurement. The acquisition of commodities in an efficient, effective, and ethical manner is paramount in public procurement.

This Policy applies to all campuses, departments, divisions, and offices of College of the North Atlantic (CNA) without exception and shall be followed in respect to the purchase of goods and services using funds administered by CNA, regardless of the sources of funding.

### 2. POLICY

CNA's procurement policies, procedures, and practices are in accordance with the Government of Newfoundland and Labrador's (Government) [Public Procurement Act](#), [Public Procurement Regulations](#), [Public Purchasing Policy](#), and [Sustainable Procurement Strategy](#).

The purchase of all goods and services for CNA shall be carried out by the Procurement staff (unless otherwise specified in the Petty Cash Policy (CS-317)) as directed by the Vice President of Finance and Administration or delegate and in accordance with Government's legislation, regulations, and policies.

**3. PROCEDURE**

The Vice President of Finance and Administration shall ensure that procedures are developed and implemented in accordance with the Policy.

Approval History	
Approved by President	July 6, 2011
Revision 1	November 4, 2016
Revision 2	May 6, 2025