



Name: Procurement – Purchasing Thresholds  
Policy Number: 4-1027  
Approving Authority: Director, Financial Services  
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Responsible Office: Financial Services  
Responsibility: Manager, Procurement Services  
Revision Date(s): 2022 February; 2020 May  
Supersedes: Procurement – Competitive Quotes/Tenders Policy 4-1013  
Next Required Review: February 2025

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## 1. PURPOSE

1.1. This Policy ensures that University purchasing processes will comply with the requirements of Nova Scotia procurement legislation and trade agreements.

## 2. JURISDICTION/SCOPE

### 3.1. Low Value

- Competitive quotes are not required for purchases with a pre-tax value of less than \$10,000 (including all costs) but are preferable. A written quote is required.

### 3.2. Moderate Value

- Competitive quotes are required for purchases with a pre-tax value between \$10,000 and \$24,999 (inclusive) with the following exceptions:
  - Construction with a value of \$302,900+ (pre-tax)



