

CFB KINGSTON FITNESS & SPORTS  
SPORT STORE STANDARD OPERATING PROCEDURE

KMCSC PURCHASING PROCEDURES and FINANCIAL SOPs

Effective Date: 1 May 2020

Aim: The aim of this operating procedure is to ensure personnel who plan and initiate expenditures to procure public and non-public property or services follow the policies and procedures outlined in the Financial Administration Act (FAA). The FAA outlines the procurement process, which ensures that all goods and services are obtained through a series of steps which provides clear direction to whomever is initiating the purchase:

1. Ensure that the planned transaction is the best possible value and that it is a legitimate operational or business requirement. Individuals who have been assigned to purchase services or goods for the Base Gym should follow the steps outlined below:
  - a. Identify a need for the expenditure.
  - b. Determine if the goods or services are a public or non-public expense.
    - (1) Public Purchase includes any vessel, vehicle, aircraft, animal, missile, arms, ammunition, clothing, stores, provisions or equipment. In the case of the Base Gym at CFB Kingston, that is equipment typically used to support fitness, intersection sports and base teams.
    - (2) Non-Public Property (NPP) is used for the benefit of serving and former members of the Canadian Forces and their families. This may include but is not limited to NPP programs and activities delivered locally at Bases and Messes for the purposes of Morale and Welfare programs, services, and activities. In the case of CFB Kingston, that is equipment or services typically used Community and Recreation programs.
  - c. Obtain the necessary quotes. We recommend that you get multiple quotes, even above the required threshold. Document these quotes and file them together. Multiple quotes provides objective evidence that eligible vendors were treated fairly and equitably and that you received the best possible value.
    - (1) Web based quotes are acceptable but are not as effective or accurate as email quote requests, see Annex A to this document for a quote template
    - (2) All potential vendors of this email should be BCC'd to ensure that they cannot gain an unfair advantage over one another.
    - (3) You should "CC" your supervisor and coworkers so that they can act on your behalf in your absence.
    - (4) You should include a specific item by name and model or create your minimum requirements (specification requirements). This ensures that all

CFB KINGSTON FITNESS & SPORTS  
SPORT STORE STANDARD OPERATING PROCEDURE

vendors are provided with the same opportunity to provide a quote on goods or services that are similar.

- (5) Quote requirements are as follows:
  - (a) A minimum of one quote is required for purchases under \$1000;
  - (b) A minimum of two quotes are required for purchases between \$1000 and \$2500;
  - (c) A minimum of three quotes are required for purchases between \$2500 and \$5000; and
  - (d) A minimum of three quotes are required for purchases over \$5000 and a 2227 must be submitted to base supply who will make the purchase on our behalf.

d. Request authority to purchase the goods or services through Sports Store. Your recommendation should be based on best value for the money by considering the price, durability, product suitability, warranties and service support. You will need to include the following:

- (1) purpose or nature of the transaction which includes:
  - (a) The item(s), the quantity required and the name of the vendor.
  - (b) Amount of the transaction, which includes the sub-total, shipping, taxes and a total cost not to exceed.
  - (c) All quotes, including vendors that did not provide a quote (no quote) or missed the submission deadline; and
  - (d) A recommendation which includes ALL QUOTES and supporting comments (substantiation), which briefly describes why we should purchase the equipment from one vendor rather than another.

2. Expenditure Initiation Authority (EIA) and Section 32 authority are processed by Sports Store, the Financial Administration Coordinator (Cheryl McKinnon) and the Fitness and Sports Manager (Steve Ruttan).

Public Purchase	Non-Public Property
Request EIA: Sports Store will request EIA to purchase goods or services with public funds on your behalf via email from the Financial Administration Coordinator, Cheryl McKinnon. The Financial Administration	Sports Store will request authority to purchase non-public services or goods on your behalf via email from the Fitness and Sports (F&S) Manager, Steve Ruttan. The F&S Manager

CFB KINGSTON FITNESS & SPORTS  
SPORT STORE STANDARD OPERATING PROCEDURE

Coordinator will ensure that sufficient public funds are available.	will ensure that sufficient funds in PFMG are available.
Section 32 Approval: If this is a practical expense that can be appropriated with public funds The Financial Administration Coordinator forwards the email to the F&S Manager for section 32 approval, stating: “This is a required expense, purchase, service, etc. EIA approved, subject to Section 32 approval”.	
Purchase Order Number: The Financial Administration Coordinator will assign a Purchase Order Number (PO#) in order to proceed with the purchase for goods or services with public funds.	Purchase Order Number: Sports Store will assign a Purchase Order Number (PO#) in order to proceed with the purchase of goods or services with PFMG.

3. Request Sample Sizes: If you are placing an order for jerseys or uniforms, ensure that you get sample sizes prior to placing the order. This will ensure that we have accurate quantities by size.

4. Place the Order: Sports Store will place the order with the vendor with the email trail containing the initial request for EIA, the EIA from the Financial Administration Coordinator, the section 32 approval from the F&S Manager and the appropriate PO# for a public purchase provided by the Financial Administration for purchases with public funds; or by using a PO# from Sports Store for purchases of Non-Public Property.

- a. Requirement to amend EIA: In rare circumstances vendors may not be able to provide the items they have quoted because they may be discontinued, they are back ordered, etc.
  - (1) If this does occur new quotes will likely be required and a request to amend EIA must be completed prior to processing the order.
- b. Pre-Payment: Some vendors will not process an order by PO# and will require that you pay by credit card in order to process the order.
  - (1) Public Purchases can be pre-paid if absolutely necessary through the Financial Administration Coordinator.
  - (2) Non-Public Property can be pre-paid if absolutely necessary through the Sports Store Supervisor or the Facility Coordinator if the Sports Store Supervisor is unavailable.

5. Receipt of goods or services: Ensure that the goods or services received are in accordance with the specifications, including quantity and quality, and that all relevant terms and conditions have been met.

CFB KINGSTON FITNESS & SPORTS  
SPORT STORE STANDARD OPERATING PROCEDURE

- a. Once the goods or services have been received inspect them for damage and verify that you have received all goods or services in accordance with the original quote.
    - (1) Make note of any discrepancies and contact the vendor immediately if goods or services were not in accordance with the original quote i.e. damaged or missing goods.
  - b. Individuals accepting the goods or services must sign off as “goods or services received” with the date on the packing slip and by printing their name, title and extension.
6. Processing an Invoice for Payment:
- a. Ensure that the invoice is original and accurate by comparing the invoice to the quote to ensure costs have not changed.
  - b. Compare the invoice to the packing slip to ensure that items are not on back order and that you have received ALL goods or services.
  - c. If there are any discrepancies between the quote, packing slip and invoice contact the vendor immediately to remedy the discrepancy.
7. Load Sheet: Once the items have been received and verified against the quote, packing slip and invoice they need to be loaded onto a SCA for Non-Public Property or SLOC for public property.
- a. Non-Public Property is loaded by Sports Store on the SCA for all items purchased with a Sports Store PO#; or
  - b. Public Property: Sports Store will submit a 2227 for purchases that exceed \$5000.00 and ensure that the equipment is loaded.
8. Document Retention: The Financial Administration Coordinator must retain all supporting documentation regarding payments, contracts, receipt documents, invoices, Section 33 and 34 certifications and all other relevant documents, for a minimum of six years.
- a. Sports Store retains a PDF which includes all quotes, the email trail containing request for EIA, EIA approval, section 32 authority and the PO# as an audible trail for verification.