		Administrative Procedure
		Purchase of Goods and Services
	Department:	**Corporate Services**
	Approved by:	**Leadership Council**
	Date Approved:	**March 31, 2025**
	Revision Date(s):	**June 2, 2026**
	Review Date:	
	External References • *The Education Act, 1995* • *The Purchasing Act, 2004* • Government of Saskatchewan Procurement Guidelines, 2022	
	Internal References • Purchase Request Form • Sask DLC AP- Conflict of Interest • Sask DLC AP – Purchase Cards • Detailed Procurement Process for Teacher and Student Materials and Resources	

Purpose

- To establish a clear and consistent process for purchasing goods and services on behalf of Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This procedure applies to all Sask DLC employees and governs the purchase of all goods and services made on behalf of Sask DLC.
- It does not apply to Purchase Card (P-Card) transactions, as these are addressed in the Administrative Procedures for Purchase Cards.
- For purchase of instructional resources, use the Detailed Procurement Process for Teacher and Student Materials and Resources unless the purchase involves goods valued over $25,000 or services valued over $100,000.

Policy Statement

- Sask DLC is committed to conducting all purchasing activities with integrity, transparency and accountability to ensure the optimal use of public funds.
- All Sask DLC purchasing activities must adhere to the Government of Saskatchewan's procurement principles, guidelines, applicable legislation and trade agreements.
- Sask DLC is dedicated to ensuring fiscal responsibility and operational efficiency by aligning all purchases with organizational priorities and needs. Employees must secure the appropriate level of authorization before initiating any purchases of goods and services on behalf of Sask DLC.
- To ensure competitive pricing and best value for money, all purchases of goods or services valued between $5,000 and $25,000 require three informal requests for quotations.

- Purchases of goods valued at $25,000 or more and services valued at $100,000 or more are required to follow the Ministry of SaskBuilds and Procurement policy linked at the beginning of this policy. All purchases above the previously-mentioned thresholds must be forwarded to the **Executive Director of Finance, Planning and Human Resources**.

Procedures:

1. Initiating the Purchase Request: Sask DLC employee seeking to purchase goods or services must follow these steps:
   a) Clearly define the purpose of the purchase, categorized as either:
      i. Mandatory: Essential for Sask DLC operational needs or required to fulfill duty to-accommodate obligations. Examples include:
         a. Computers or software required for service delivery;
         b. Accessibility equipment for employees or students (e.g., screen reader, ergonomic chairs).
         c. Replacement of broken or malfunctioning equipment critical for day-to-day operations.
         d. Equipment required for an employee's Duty to Accommodate.
      ii. Optional: Enhances functionality or adds value but is not critical for core operations. Examples include:
         a. Optional office supplies or enhancements (e.g., L-shaped desk, shelving, etc.).
         b. Specialized software tools that streamline work but are not essential for completing tasks.
         c. Upgraded office equipment, such as premium coffee maker or advanced presentation tools.
   b) Inform your immediate supervisor about your intent to make the purchase.
   c) Complete the Purchase Request Form and submit it to your immediate supervisor for consideration.

2. Review and Approval Process
   a) Optional Purchase:
      i. The immediate supervisor will evaluate the request to ensure it aligns with departmental budgets, needs and priorities.
      ii. The immediate supervisor will make recommendations and seek approval from the appropriate authority based on the total cost of the purchase.
      iii. If the supervisor determines that the request does not align with the departmental budget, needs or priorities but believes it is essential for Sask DLC's core operations, the immediate supervisor will consult the Director of Finance to further assess the feasibility and appropriateness of the request.
   b) Mandatory Facilities Purchases:
      i. The immediate supervisor will evaluate the request and submit the application form to the Manager of Facilities.

ii. The Manager of Facilities will make recommendations and seek approval from the appropriate authority based on the total cost of the purchase.

c) Mandatory Information Technology Purchases:
   i. The immediate supervisor will evaluate the request and submit the application form to the Executive Director of Information Systems.
   ii. The Executive Director of Information Systems will make recommendations and seek approval from the appropriate authority based on the total cost of the purchase.

3. Purchasing Authority:
   a) All purchases must be approved by an authorized signing authority in accordance with the approval limits outlined below. Purchases exceeding an individual's approval limit must be escalated to the next level of authority.

Position	Approval Limit
Principal	Up to $5,000
Supervisor Facilities	Up to $35,000
Director	Up to $50,000
Executive Director	Up to $100,000
Superintendent	Up to $150,000
Vice President	Up to $250,000
Chief Executive Officer (CEO)	Unlimited

4. Invoicing:
   a) All invoices must be submitted to corpfinance@saskDLC.ca after they have been reviewed and deemed appropriate for payment. Department and natural account codes should be provided to the Finance department.
   b) The Finance department will upload the invoice to the system with the appropriate coding and will submit to the approver. The Finance system has proper approval structure implemented to meet the approval limit criteria.
   c) Once the invoice is submitted to the approver in the Finance system, the approver will review and approve.

5. Procurement Threshold
   a) The following thresholds apply to the purchase of goods and services at Sask DLC:
      i. **Goods**: $25,000 or more.
      ii. **Services**: $100,000 or more.
   b) All purchase requests for goods valued at $25,000 or more or services valued at $100,000 or more must be submitted to the **Executive Director of Finance, Planning and Human Resources**.
   c) The Executive Director of Finance, Planning, and Human Resources will collaborate with the relevant department to determine the appropriate procurement approach. Based on the details provided, the Executive Director may:

i. Utilize the Government of Saskatchewan's standing offer agreements; or,
ii. Initiate a tendering process to ensure a competitive and transparent procurement. See Government of Saskatchewan Procurement Guidelines, 2022 for guidance on the procurement process.

6. Documentation
   a) Employees involved in purchasing activities are responsible for maintaining thorough and accurate records throughout the purchasing process. All documentation must be:
      i. Complete and reflective of all relevant details.
      ii. Properly organized and securely stored.
      iii. Submitted to the appropriate departments promptly for review or record-keeping.

7. Conflict of Interest:
   a) All purchasing activities at Sask DLC must uphold the highest standards of integrity. Individuals involved in the purchasing process are required to:
      i. Conduct their duties in accordance with this policy.
      ii. Adhere to the principles outlined in Sask DLC's Employee Conflict of Interest Policy to ensure impartiality and transparency.

8. Roles and Responsibilities:
   a) Vice President of Corporate Services:
      i. Ensure the Purchasing Goods and Services Policy and Administrative Procedures aligns with Sask DLC's strategic goals and regulatory requirements.
      ii. Monitor organization-wide compliance with the policy and procedures to promote consistency and transparency in procurement practices.
   b) Executive Director of Finance, Planning and Human Resources:
      i. Ensure the policy and procedures support sound financial management, budgeting and fiscal responsibility.
      ii. Provide strategic leadership on policy updates to align with organizational priorities and emerging needs.
      iii. Oversee procurement decisions at an executive level, ensuring alignment with financial, operational, and ethical standards.
   c) Director of Finance:
      i. Offer input and recommendations for policy revisions based on financial trends, cost-saving opportunities and operational requirements.
      ii. Monitor the financial performance of procurement activities, identifying risks and addressing issues related to purchasing processes.
   d) Manager of Facilities:
      i. Oversee the purchasing process to ensure that goods and services are purchased in a timely and cost effective manner.
      ii. Manage and monitor purchasing budgets, ensuring purchases stay within allocated funds and achieve cost savings where possible.
      iii. Assess and manage risks related to supply chain disruptions, pricing fluctuations or vendor reliability.

iv. Provide feedback on the policy and procedures, recommending improvements based on purchasing experiences.

e) Department Heads:
   i. Ensure departmental purchasing activities comply with the policy and support Sask DLC's organizational objectives.
   ii. Review and approve purchases within their department, verifying adherence to policies, procedures and documentation requirements.
   iii. Provide feedback on the policy and procedures, recommending improvements based on departmental experiences.
   iv. Ensure purchases are within their budget allocation and meet the needs of their division.

f) Supervising Managers:
   i. Implement the **Purchasing Goods and Services Policy and Administrative Procedures** within their teams, ensuring compliance across all purchasing activities.
   ii. Approve purchase requests within their delegated authority, ensuring alignment with budgetary and policy guidelines.
   iii. Guide team members in understanding and correctly applying purchasing policies, resolving issues or challenges as they arise.

g) Employees:
   i. Adhere to the **Purchasing Goods and Services Policy and Administrative Procedures** when submitting purchase requests to ensure compliance.
   ii. Report any deviations or challenges to their supervisor, seeking guidance to maintain consistent and accurate procurement practices.

Definitions

- **Goods:** Goods, or supplies, as defined by *The Purchasing Act, 2004* refers to "all goods, wares and merchandise that are required by a public agency or public institution for the transaction of its business and affairs and includes food, drugs, chemicals, petroleum and other processed products, furnishings, fixtures, equipment, appliances and stationery, but does not include supplies designated in the regulations as being included in a contract for construction or a contract for other services." This also includes rentals and leases of goods.
- **Informal Request for Quotation:** Refers to a procurement method where informal requests are made to a few suppliers to provide quotes for specific goods or services.
- **Procurement:** Refers to the process of obtaining goods, services, or works through contracts or other means, including planning, sourcing, and acquisition.
- **Purchase Request:** Refers to a request initiated within an organization to purchase specific goods or services.
- **Services:** Refers to intangible offerings, such as labor or expertise, rather than physical products.