Supply of Goods and Services Policy

**Office of Accountability:** Office of the Vice-President (Finance and Administration)

**Office of Administrative Responsibility:** Supply Management Services

**Approver:** Vice-President (Finance & Administration)

**Scope:**
Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

**Contact for questions about this policy:**
SMS Customer Service 780-492-4668
customerservice@sms.ualberta.ca

**Overview**

It is advantageous for the University to take a comprehensive and coordinated approach to supplying the **goods and services** needed to conduct the business of the University. Toward achieving this, the relevant administrative units need act in a fiscally responsible manner to ensure efficient and cost-effective systems and appropriate standardized procedure is in place for the University community.

**Purpose**

To ensure the supply of goods and services is undertaken in a fair and open way that provides the greatest benefit to the University while remaining in full compliance with legislation and other related University policy and procedure.

**POLICY**

The University will take a comprehensive and coordinated approach to supplying the goods and services needed to conduct the business of the University that includes and addresses acquisition, receiving, distribution, direct payment or expense reimbursement, and **asset management**.

The supply of goods and services must be undertaken as follows:

- in full compliance with applicable legislation, other related University policy, and established University procedures;

- in a timely, efficient and ethical manner;

- through fair, open and transparent processes; and

- with due regard to the effective stewardship of the University's financial resources.

For all funding sources, Supply Management Services (SMS) is the signing authority to commit the University to binding agreements for the acquisition of goods and services. The specific authority to acquire goods and services, whether under such agreements or not, extends to campus through certain distributed procurement methods/systems and compliance with established University of Alberta purchasing procedures.
DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [Back to Top]

<table>
<thead>
<tr>
<th>Goods and Services</th>
<th>Those commodities and services required to conduct the business of the University including those related to travel and hosting activities.</th>
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<tr>
<td>Asset Management</td>
<td>Includes both the inventorying and disposition of assets.</td>
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RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [Back to Top]

Financial Management and Practices Policy (UAPPOL)

Signing Authority and Delegation of Signing Authority Policy – All Funds (UAPPOL)

PUBLISHED PROCEDURES OF THIS POLICY

Acquisition of Foreign Goods and Services Procedure

Competitive Bid and Competitive Bid Exception Procedure

Contracting for Project Management, Design, Maintenance and Trade Services related to Facility Construction Procedure

Contracting for Services with a Limited or Incorporated Company Procedure

Contracting for Services with Individuals and Small Businesses Procedure

Corporate Purchasing Card Procedure

Customs Import, Export and Permit Procedure

Emergency Purchases Procedure

Expense Reimbursement Procedure – Goods and Services

Low Dollar Purchase (LDP) System Procedure

Moving and Warehouse Services Procedure

Payment Procedure
Preferred Supplier Agreement Procedure

Purchase of Restricted Items Procedure

Purchase of Restricted Items Procedure (Appendix A) Controlled Substances

Purchase of Restricted Items Procedure (Appendix B) Ethyl and Specially Denatured Alcohols

Purchase of Restricted Items Procedure (Appendix C) Radioisotopes and Sealed Sources

Purchase Order System Procedure

Shipping (Courier), Receiving and Distribution Procedure

Standing Purchase Order System Procedure

Travel Card Procedure

Travel Expense Procedure

Travel Expense Procedure Appendix A: Schedule of Allowable Travel Expenses