

Approval Date: May 26, 2004

Supply of Goods and Services Policy

Office of Accountability:	Office of the Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Supply Management Services (Procurement & Contract
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
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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. [\[Back to Top\]](#)

Goods and Services	Those commodities and services required to conduct the business of the University including those related to travel and hosting activities.
Asset Management	Includes both the inventorying and disposition of assets.

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PUBLISHED PROCEDURES OF THIS POLICY

[Competitive Bid and Competitive Bid Exception Procedure](#)

[Contracting for Services Procedure](#)

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[Low Dollar Purchase \(LDP\) System Procedure](#)

[Moving and Warehouse Services Procedure](#)

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[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 Procedure](#)

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[Travel Card Procedure](#)

[Travel Processes and Expense Procedure](#)

[Travel Processes and Expense Procedure Appendix A: Schedule of Allowable Travel Expenses](#)