

Policy & Procedure Manual

PURCHASE ORDERS – FD-VIII-2

POLICY

Purchases of supplies and/or services will be ordered with a pre-numbered purchase order issued by the Finance Department and authorized by the Director, Finance and Administration, Executive Director or designate.

PURPOSE

This process is required in order to provide the vendors with authorization to process an order.

PROCEDURE

1. Upon receipt of a completed Purchase Request Form, Finance will confirm any required quotes have been attached and a purchase order will be completed in full, and issued, and signed by the Director, Finance and Administration, Executive Director or designate.

The exception being if the supplier has a blanket purchase order, applicable to the purchase being made. Refer Policy FD-VIII-7.

2. In accordance with AODA standards, all purchase orders issued will include the following statement:

“OPTIONS northwest is committed to accessibility. As such, upon request, we will provide or arrange for accessible formats and communication supports in relation to this procurement process and throughout your relationship with our organization”.

3. The original is sent to the vendor, one pink copy is attached to the Purchase Request Form and filed in accounts payable, a second pink copy inserted in the purchase order file and the information entered on the Purchase Order Control Form.

4. Once annually at the beginning of the fiscal year, the vendor usage is reviewed and vendors with high usage are issued a Blanket Purchase Order. Refer to Policy FD-VIII-7 Blanket Purchase Orders.

POLICY: FD-VIII-2
DEPARTMENT: Finance
CATEGORY: Purchasing
EFFECTIVE DATE: July 2019
SUPERSEDES VERSION DATED: December 2011
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RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Community Services
Administration, Community Services (all)

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in blue ink, appearing to be 'A. Head', written over a horizontal line.