
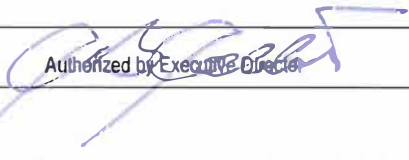


Chapter:	<b>Finance</b>	Classification:	<b>Public Document</b>
Subject:	<b>Purchasing Goods and Services</b>		
For:	<b>All Operating Units</b>	 Authorized by Executive Director	

**1. Policy**

- 1.1 Directors, superintendents, managers and senior probation officers must ensure that all purchasing is in accordance with the following
  - 1.1.1 Manual 200, Budgeting and Financial Management
    - 1.1.1.1 Chapter 8, Section 1, Petty Cash Funds
    - 1.1.1.2 Chapter 10, Section 1, Fleet Card
    - 1.1.1.3 Chapter 10, Section 2, Purchase Card Policy (PCard)
    - 1.1.1.4 Chapter 10, Section 3, Travel Card Policy (TCard)
    - 1.1.1.5 Chapter 15, Section 1, Accounts Payable
  - 1.1.2 Manual 300, Common Services
    - 1.1.2.1 Chapter 3, Section 1, Sustainable Procurement
    - 1.1.2.2 Chapter 7, Section 2, Vehicle Policy
  - 1.1.3 Department of Justice (DOJ), Justice Card Holder – Government Purchase Card Use and Reporting
  - 1.1.4 Policy and Procedures, Subject No. 9.04.00, Petty Cash
- 1.2 Ministerial approval is required prior to making purchases of goods and services \$5,000 or more.
- 1.3 When Correctional Services facilities and Community Corrections offices require the same goods and services totaling \$10,000 or more annually, a public tender will be issued, and a standing offer established.
- 1.4 Only those staff who have successfully completed Sustainable Procurement online training may procure goods, supplies or services. Upon completion of the training, staff will ensure their training record is updated on the Learning Environment through the Manager responsible for training for Correctional Services.
- 1.5 Invoices are to be signed only by those authorized for the cost centre through the delegation financial authority, as per Manual 200, Budgeting and Financial Management, Chapter 4, Section 2, Delegation of Financial Authority.

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- 1.6 Where purchases have occurred for items outside the boundaries of this policy, a review of the purchases will be conducted. Purchasing privileges will be disabled during the duration of the review. Should the outcome of the review determine that the employee's purchases were not in compliance with the Manual 200, Budgeting and Financial Management and this policy, appropriate performance management measures will be imposed.

**2. General Purchasing Procedures**

- 2.1 The Executive Director, director, superintendent, manager or senior probation officer will ensure that the amount of food, operating supplies or building maintenance supplies ordered reflects the availability of suitable (e.g. secure/unsecured, location, temperature) storage space.
- 2.2 Large inventories of any item will be acquired only where it is operationally beneficial to do so and where storage space is available to ensure suitable stock control and issue.
- 2.3 Locations with limited storage space will order small amounts more frequently to decrease the strain on existing storage areas.
- 2.4 All items purchased for government use are subject to HST. Staff are required to indicate this to vendors at the time of order/purchase.
- 2.5 The Executive Director, director, superintendent, manager or senior probation officer will ensure that the Department's Procurement Consultant at Internal Services Department (ISD) is contacted for clarification and direction if problems are encountered in the procurement of goods, supplies and services.
- 2.6 The purchase of retirement gifts and celebrations must be financed by employee contributions and are not to be at public expense.

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**3. Travel Cards**

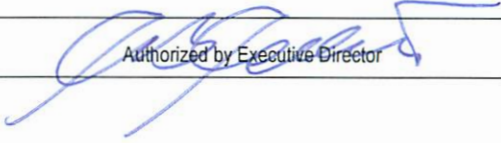
- 3.1 Correctional services staff requiring a Nova Scotia Government travel card, will make a request to their operational budget manager. Their operational budget manager will forward the request to the appropriate director.
- 3.2 Staff will not be approved for a Nova Scotia Government Travel Card unless they have completed mandatory Nova Scotia Government Fraud Training.
- 3.3 Staff approved for a Nova Scotia Government Travel Card will ensure that it is used and managed in accordance with Manual 200, Budgeting and Financial Management, Chapter 10, Section 3, Travel Card Policy (TCard).
- 3.4 The operational budget manager will
  - 3.4.1 receive copy of the employee's card holder's monthly statement
  - 3.4.2 check statement details against travel reimbursement requests in that same time frame
  - 3.4.3 bring any discrepancies immediately you the attention of the employee

**4. Fleet Cards**

- 4.1 Notwithstanding 1.3, staff who use fleet cards to make purchases for gasoline or repairs not exceeding \$1,000, are not required to complete Sustainable Procurement training.
- 4.2 Staff using a Nova Scotia Government Fleet Card will ensure that it is used and managed in accordance with Manual 200, Budgeting and Financial Management, Chapter 10, Section 1, Fleet Card
- 4.3 Fleet cards must only be used to purchase goods or services for the vehicle to which they are assigned.
- 4.4 Fleet cards are not to be used to procure
  - 4.4.1 items for personal use
  - 4.4.2 travel related expenses

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**5. Departmental Purchase Orders and Government Purchasing Cards**

- 5.1 A Departmental Purchase Order (DPO) or Government Purchasing Card (P-card), where available, will be used when purchasing directly from a vendor or non-government supplier.
- 5.2 DPOs and P-cards must be used for the acquisition of goods, supplies and equipment as outlined in Manual 300, Chapter 3, Section 3.1, [Sustainable Procurement policy](#) except where higher limits have been approved by the department for correctional facility food purchases.
- 5.3 DPOs must be used to acquire any service exceeding \$2,500 and less than \$50,000 in value, direct from any non-government supplier, as outlined in Manual 300, Section 3.1, [Sustainable Procurement policy](#).
- 5.4 Notwithstanding 3.1 through 3.3, purchases of \$50 or less, excluding postage supplies, may be paid for from petty cash.
- 5.5 P-Cards may be used for direct vendor shopping, or for orders made by telephone or through the Internet and must be less than \$2,500.
- 5.6 When used for direct vendor shopping, the card holder must obtain the charge slip directly from the vendor and should write the description of the goods on the charge slip.
- 5.7 When purchasing items through the Internet, the card holder will print out the order confirmation received through the Internet vendor's website or via email.
- 5.8 When purchasing items over the telephone, the card holder will document the purchase on the DOJ Purchasing Card Transaction Log Reconciliation Report as outlined in Manual 200, Section 10.2, [Purchasing Card policy](#).
- 5.9 Purchasing cards must not be used to pay for
  - 5.9.1 meals
  - 5.9.2 repairs or gasoline for Provincial fleet vehicles
  - 5.9.3 purchases of a personal nature

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- 5.10 P-card statements must be reconciled monthly in keeping with Manual 200, Section 10.2, Purchasing Card policy, and
  - 5.10.1 the reconciliation is to be recorded on the DOJ Purchasing Card Transaction Log Reconciliation Report (see form 9.02.00-A)
  - 5.10.2 the reconciliation must be signed off by the budget manager for the cost centre to which the P-card is attached


**6. Internal Purchase Requisitions (Consumable Supplies)**

- 6.1 On, or before January 1st of each year, the superintendent, manager or senior probation officer will estimate the supply needs for their work locations for the up-coming fiscal year. The supply needs will include
  - 6.1.1 cleaning
  - 6.1.2 laundry
  - 6.1.3 clothing
  - 6.1.4 uniforms
  - 6.1.5 kitchen supplies (excluding food)
  - 6.1.6 building maintenance and general maintenance supplies
- 6.2 Where possible and appropriate, (i.e. dependent upon the availability of suitable storage space) supplies will be requisitioned on an annual basis.

**7. Purchasing Fixed Inventory**

- 7.1 Orders for the purchases or lease of furniture, fixtures or equipment costing more than \$5,000 will be forwarded on an internal requisition.
- 7.2 The requisition will be forwarded to the appropriate Director, Correctional Services for approval. The director will forward the approved requisition to the purchasing coordinator.
- 7.3 Approved requests for fixed inventory items costing more than \$10,000 will be forwarded to DOJ Finance and Administration division for tender.

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**8. Purchasing Food**

- 8.1 Food orders, not tendered by Government Purchasing, to a maximum of \$2,500 will be placed with individual suppliers through an appropriate and fair tendering system.
- 8.2 One DPO may be used for food purchases from a vendor for a period of 30 days. More than one invoice can be reflected on the DPO, however, each invoice must not exceed \$2,500.

**9. Office and Stationery Supplies**


- 9.1 All stationery is to be purchased through the current approved stationery vendor.
- 9.2 Where storage space permits, office and stationery supplies will be requisitioned quarterly.
- 9.3 Office and stationery supplies will be stored in a secure area.

**10. Printing/Forms**

- 10.1 The superintendent, manager or senior probation officer will ensure that the operational requirements for forms are accurately estimated. They are also encouraged to use storage space wisely to minimize the number of orders placed for any one form or reprinting request.
- 10.2 Requests for printing or reproduction of institutional and departmental forms will be submitted online through the [Communications Nova Scotia Service Request Portal](#). For further clarification, refer to Manual 300, Section 3.1 [Sustainable Procurement policy](#).
- 10.3 All correctional facility and field office printers with the capacity to print two (2) sided, must be set to a "2-sided printing" default.

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## 11. Emergency Purchases

- 11.1 The Executive Director, director, superintendent, manager or senior probation officer will
  - 11.1.1 be informed when emergency circumstances necessitate the immediate purchase of goods or services in a manner not provided for by the usual purchasing procedures
  - 11.1.2 purchase the materials and services necessary to resolve the problem
- 11.2 The Executive Director, director, superintendent, manager or senior probation officer will contact the Department of Justice, Finance and Administration Corporate Service Unit, Procurement Services if the emergency exceeds \$10,000 to seek support as per the high value Alternative Procurement Practice guidelines.
- 11.3 The Executive Director, director, superintendent, manager or senior probation officer or designate will complete the applicable Alternative Procurement form (ALTP) in keeping with the following
  - 11.3.1 Low Value ALTP form for transactions less than \$10,000
  - 11.3.2 High Value ALTP form for transactions of \$10,000 and greater

## 12. Non-Compliant Purchases

- 12.1 In all instances where mandatory purchasing processes have not been followed and the invoice has been received from the vendor, a Payment of Non-Compliant Invoice Authorization Form must be completed in full, retaining one copy for audit purposes. This form can be found in the [Ariba portal](#). A duplicate is to be sent to Procurement Services for all "high value" purchases.

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