

GENERAL ADMINISTRATION MANUAL

VOLUME 2: HIGHWAYS AND PUBLIC WORKS POLICIES

TITLE: PURCHASING POLICY

EFFECTIVE: August 1, 1994

UPDATED: May 20, 2010

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**1 SCOPE**

**1.1 Authority**

This policy is issued under authority of Cabinet meeting #94-32 dated August 1, 1994.

**1.2 Application**

This policy applies to all departments, as defined in Policy 2.1.

**1.3 Purpose and Principles**

The purpose of this policy is to establish the responsibility of the Department of Highways and Public Works to coordinate the purchase of goods, as requested, on behalf of program departments.

**2 ROLES AND RESPONSIBILITIES**

**2.1 Highways and Public Works**

2.1.1 In acquiring supplies or services, Supply Services shall, where price, quality and service are relatively equal, give preference to Yukon suppliers consistent with obligations under the Agreement on Internal Trade.

2.1.2 Materials, goods or equipment required on an urgent basis will be procured by Supply Services as soon as the request is received. Follow-up documentation must be provided by the requesting department.

2.1.3 The Deputy Minister of Highways and Public Works may delegate, in writing, providing there is no disadvantage to the government by doing so, the authority to departments to purchase specific goods as required.

- 2.1.4 Supply Services is responsible for the stimulation of competition to obtain maximum value for tax dollars spent.
- 2.1.5 Supply Services shall adhere to all applicable environmental performance standards, as adopted by the Yukon government from time to time, in all procurement actions.

## **2.2 Departments**

- 2.2.1 Purchases of all goods and some services shall be processed through Supply Services Division of the Department of Highways and Public Works unless otherwise delegated by the Deputy Minister of Highways and Public Works.
- 2.2.2 When permission to deal directly with a supplier has been delegated, the delegated department shall assure
- all commitments are contracted for in accordance with purchasing policies;
  - all applicable environmental performance standards, as adopted by the Yukon Government from time to time, are applied, and
  - all commitments documented on a Request for Purchase form YG(346) which is forwarded to Supply Services for processing on a formal purchase contract. Copies of all correspondence to or from the suppliers must be attached to the Request for Purchase form.