



AQ0300 - AUTHORITY AND RESPONSIBILITY OF PURCHASING

1.0 PURPOSE

To define the authority and responsibility for Purchasing throughout Interior Health (IH).

2.0 DEFINITIONS

TERM	DEFINITION
Provincial Health Services Authority (PHSA)	An organization that delivers non-clinical services for health authorities and finds opportunities to improve cost effectiveness and enhance service quality. By working collaboratively, PHSA ensures health authorities get the most value for every dollar spent.

3.0 POLICY

- PHSA Supply Chain is responsible for the purchasing, or procurement process on behalf of IH.
- Construction and Project related expenditures are the responsibility of Capital Planning & Projects.
- Contracts for client services are the responsibility of Contracted Services.
- PHSA will develop and maintain its own purchasing related policies and procedures. See the [PHSA](#) website.
- Only authorized PHSA and IH Capital Planning & Projects personnel are permitted to issue an official serially numbered purchase order (PO) to purchase equipment, supplies and services.
- Department Managers can authorize the use of a corporate credit card as outlined in policy AQ0600 Corporate Credit Card Code of Responsibility and/or authorize the use of departmental petty cash. PO's shall be safeguarded at all times to prevent misuse.
- A PO number can be issued to a department -on an emergency basis. This shall only be done when it is necessary to expedite receipt of urgently required goods. A proper requisition must be submitted to PHSA the same day. This method of purchasing is also available for capital equipment procured by IH Capital Planning & Projects personnel.

Policy Sponsor: VP & Chief Financial Officer	1 of 1
Policy Steward: Corporate Director, Capital Finance & Controller	
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