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**Parent Policy:** Supply of Goods and Services Policy

## Supply of Goods and Services Policy

<b>Office of Administrative Responsibility:</b>	Finance, Procurement and Planning (Procurement and Contract Management)
<b>Office of Accountability:</b>	Vice-President (University Services, Operations and Finance)
<b>Approving Authority:</b>	Vice-President (University Services, Operations and Finance)

### Purpose

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. To achieve this, administrative units need to act in a fiscally responsible manner to ensure efficient and cost-effective systems and appropriate standardized procedures are in place for the University community.

The purpose of this Policy is 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.

### Definitions

A definitions table as attached establishes the terms used in this policy document and any unique rules of interpretation that apply to this policy document.

### Scope/Application

Compliance with this university Policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); undergraduate, graduate and Continuing Education students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

## 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, payments 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, Finance, Procurement and Planning (FPP) 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

<i>Any definitions listed here apply to this policy document only with no implied or intended institution-wide use.</i>	
<b>Asset Management</b>	Includes both the inventorying and disposition of assets.
<b>Goods and Services</b>	Those commodities and services required to conduct the business of the University including those related to travel and hosting.

## Related Policy Documents (UAPPOL)

- [Competitive Bid, Competitive Bid Exception and Multiple Quote Procedure](#)
- [Contracting for Services Procedure](#)
- [Corporate Purchasing Card Procedure](#)
- [Customs Import, Export and Permit Procedure](#)
- [Expense Reimbursement Procedure](#)
- [Financial Management and Practices Policy](#)
- [Moving and Warehouse Services Procedure](#)
- [Payment Procedure](#)
- [Purchase of Restricted Items Procedure](#)

- [Purchase Order Procedure](#)
- [Shipping \(Courier\), Receiving and Distribution Procedure](#)
- [Travel Card Procedure](#)
- [Travel Processes and Expense Procedure](#)
- [Travel Processes and Expense Procedure Appendix A: Schedule of Allowable Travel Expense](#)

## Related Links

- [Guide to Financial Management - Expenditure Approvals](#)

*For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.*

*Contact for questions about this procedure: Finance, Procurement and Planning, Procurement and Contract Management: [procure@ualberta.ca](mailto:procure@ualberta.ca)*

*For the most recent version of this document please visit <https://www.ualberta.ca/policies-procedures/index.html>*