



<p>Team Name: Supply Chain Services</p> <p>Team Lead: Lead – Supply Chain Services</p> <p>Approved by: Regional Lead – Corporate Services & Chief Financial Officer</p>	<p>Reference Number: ORG.1710.PL.004</p> <p>Program Area: Supply Chain Services</p> <p>Policy Section: General</p>
<p>Issue Date: January 5, 2023</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Exceptions to Purchasing Policies</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT:

Exceptions to Purchasing Policies

PURPOSE:

Southern Health-Santé Sud’s purchasing policies and procedures requires that all materials, supplies, and equipment be purchased by means of a purchase order. Exception to these policies and procedures are as noted in the policy section.

BOARD POLICY REFERENCE:

- Executive Limitation (EL-01) Global Executive Restraint & Risk Management
- Executive Limitation (EL-5) Financial Condition & Activities
- Executive Limitation (EL-7) Asset Protection & Risk Management

POLICY:

The purchasing policies and procedures require that all materials, supplies and equipment be purchased by means of a purchase order, which must be issued by the Lead, Supply Chain Services or designate prior to actual procurement of materials, supplies and equipment. Purchases without the issuance of a purchase requisition and purchase order prior to the actual procurement occur under the following circumstances only:

1. The purchase of insurance;
2. The purchase of utilities (hydro, gas, phones, water, etc.)
3. The payment of taxes (city, provincial, federal, etc.)
4. Travel expenses;
5. Education and membership fees;
6. Emergency situations.