



## **House of Assembly**

### **Purchasing Policy – Under \$500**

**December 2021**

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## 1.0 Approval

Under the authority of subsection 48(2) & subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the House of Assembly Management Commission establishes this policy respecting the purchasing of items under \$500.

## 2.0 Purpose

To allow Members of the House of Assembly to purchase low dollar items without obtaining three quotes to simplify the purchasing process and reduce time spent processing orders and claims for items under the \$500 threshold.

## 3.0 General

### 3.1 Principles

In considering and approving purchases under \$500 pursuant to this policy, the Members of the House of Assembly must ensure that the purchase is eligible for reimbursement under the *House of Assembly Accountability, Integrity and Administration Act*, the *Members' Resources and Allowances Rules*, Directives of the Commission and in compliance with the *Public Procurement Act*.

## 4.0 Policy

This policy allows Members of the House of Assembly to purchase items eligible under the *House of Assembly Accountability, Integrity and Administration Act*, the *Members' Resources and Allowances Rules*, and directives of the commission, under the value of \$500, without obtaining three quotes as per the *Public Procurement Act*.

Once a proposed purchase under \$500 is identified by the Member of the House of Assembly, it may be made in one of two ways:

- a. by direct purchase by the Member or Constituency Assistant (if authority has been delegated) under this policy;
- or,**
- b. by issuance of a requisition that is forwarded for processing to Corporate & Members' Services Division, who will follow the *Public Procurement Act* and Government Purchasing Agency Policies.

If the eligible purchase is made by the Member or Constituency Assistant, the original detailed receipt for the purchase, plus proof of payment, must be submitted on a Member Expense Claim for reimbursement within 60 days, as per subsection 7(6) of the *Members' Resources and Allowance Rules*.

If multiple suppliers are located within a community or region, every effort should be made by Members to rotate purchases among suppliers. This ensures a fair and reasonable price has been obtained in compliance with the *Public Procurement Act* and ensures the Legislature will receive value for dollars spent.

Where possible, Members should purchase items on Standing Offer Agreement (including vehicle rentals), by submitting a requisition to the Corporate and Members' Services Division. This is preferable as the Standing Offer Agreements established by Government provide for better prices and rates.

#### **4.1 Restrictions**

Under this policy a Member of the House of Assembly may not:

- split purchases to avoid exceeding the \$500 maximum threshold.

#### **5.0 References**

*Members' Resources and Allowance Rules*

Government Purchasing Agency Customer Manual

*Public Procurement Act*