



Newfoundland & Labrador

## HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

### DIRECTIVE

Directive Number 2010-004

<b>Effective Date:</b> February 9, 2010	<b>Commission Minute:</b> CM 2010-020
<b>Subject:</b> Purchasing Policy – Under \$200 ( <b>Revised</b> )	<b>Reference:</b> HOAMC Meeting, February 3, 2010 Agenda Item Tab No. 14
<b>Issued To:</b>  All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	<b>Contact:</b>  Marlene Lambe Chief Financial Officer 729 – 2923

### BACKGROUND

At its November 18, 2008 meeting, the Commission approved the Purchasing Policy – Under \$200 for Members of the House of Assembly (**CM 2008-008 refers**). The policy included a restriction that prevented Members from purchasing printing services from outside sources without prior authorization from the Queen’s Printer.

At its February 3, 2010 meeting, the Commission approved the Printing Policy for Members of the House of Assembly (CM 2010-019 refers), which allows Members to purchase printing services from an outside source without obtaining prior approval from the Queen’s Printer. However, the Member will be required to obtain three quotations in accordance with the policies prescribed for the majority of other purchases of goods in the Government Purchasing Agency Customer Manual. Approving the Printing Policy required an amendment to the Purchasing Policy - Under \$200 dated November 2008 to remove the restriction regarding the approval of the Queen’s Printer to purchase printing services from outside sources.

### DIRECTIVE

The Commission amended the Purchasing Policy – Under \$200, dated November 2008 by deleting the phrase “purchase printing services without prior authorization from the Queen’s Printer to procure from outside sources” from Section 4.1.

William MacKenzie  
Clerk of the House of Assembly