

 <b>YUKON ENERGY</b> Goods & Services Guidelines GS-011	<b>DEPARTMENT:</b>		<b>INQUIRIES TO:</b>	<b>TOPIC:</b>	
	All		Corporate Services	Purchase Order Guideline	
	<b>ISSUED:</b>		<b>REVIEW DATE:</b>		<b>APPROVED BY:</b>
	March 2006		February 2009		_____ Director, Corporate Services

## 1.00 Purpose

1.01 The purpose of a Purchase Order is to:

- Provide a basic instrument that describes the item(s) purchased and the circumstances under which it is to be produced and delivered, as well as the legal consideration under which the contract is to be performed and paid for; and
- Identify the total dollar value authorized to be paid for the items identified to be purchased.

## 2.00 Procedure

The following is the procedure for ordering goods, services and equipment:

- 2.01 Submit a completed Purchase Requisition to Corporate Services clearly indicating the goods, services and/or equipment to be purchased. Any associated documentation (e.g. specifications, quotes, drawings, etc.) must be included with the Purchase Requisition. The Purchase Requisition must be properly authorized to initiate the procurement process and provide valid coding.
- 2.02 Purchase requisitions will be processed and subject to the competitive bid process except where the non-competitive purchase guidelines are justified.
- 2.03 Corporate Services will issue a Purchase Order to the successful vendor on behalf of the Corporation (and requestor).
- 2.04 Any revisions/corrections to a Purchase Order must be done by way of Change Order request. Corporate Services will issue all Change Orders.

## 3.00 Signing Authority

- 3.01 All purchase requisitions or transactions are to be requested only by authorized employees in accordance with Yukon Energy's Signing Authority Policy.

## 4.00 Purchase Document Retention

- 4.01 Corporate Services will retain all original documents complete with supporting documentation for a period of six years plus current year for audit purposes.