

	<b>Goods &amp; Services Guidelines GS-016</b>	<b>DEPARTMENT:</b>		<b>INQUIRIES TO:</b>		<b>TOPIC:</b>		
		All		Corporate Services		Local 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 Local Purchase Order (LPO) is to provide a basic instrument for purchases up to a value of \$5,000.00.
- 1.02 Employees are encouraged to use LPO's for the purchase of goods where it is efficient, economical and operationally feasible to do so and within stated parameters.
- 1.03 Local Purchase Orders are to be used only if the Corporate Purchasing card is not accepted.

## 2.00 Procedure

- 2.01 LPOs must be used only to make legitimate purchases for Yukon Energy within established limitations.
- 2.02 The Local Purchase Order is a three part form and is to be distributed as follows:

Page Colour	Receiver	Action/Rationale
White	Supplier	<ul style="list-style-type: none"> <li>• given at time of purchase for their records, after the signature is affixed at the bottom of the form,</li> <li>• if the LPO is faxed to the supplier then the Terms and Conditions on the reverse side of the document must be faxed as well</li> </ul>
Pink	Accounts Payable	<ul style="list-style-type: none"> <li>• forwarded to AP for payment to the vendor after the supervisor's signature is affixed at the bottom of the page or held in the LPO book until requested by AP</li> </ul>
Green	Originator	<ul style="list-style-type: none"> <li>• retained in the LPO book</li> </ul>

- 2.03 All relevant fields of the LPO shall be completed by the issuer (e.g. vendor name and address, type of purchase; date; item; quantity; part number; item description/scope of work/ unit cost; extension; remarks/special conditions; sub-total; GST and total).
- 2.04 The issuer must request the vendor to provide proof of valid insurance and WCB coverage for services performed on Yukon Energy premises/sites.
- 2.05 Fully used LPO books shall be returned to Corporate Services which will trigger the issue of a new LPO book.

**3.00 Signing Authority**

3.01 All LPO's shall be issued by authorized employees in accordance with Yukon Energy's Signing Authority Guideline.

**4.00 Document Retention**

4.01 Corporate Services will retain all completed LPO books for a period of six years plus current year for audit purposes.