

PUBLISHING SERVICES SUB-DIVISION

**QUALITY ASSURANCE INSTRUCTIONS
PSS-10 Purchasing**

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1.0 PURPOSE

- 1.1 The purpose of this document is to describe information about purchasing.

2.0 SCOPE

- 2.1 The scope of this document is to provide the Publishing Services Section employees a method of purchasing goods and services.

3.0 RESPONSIBILITIES

- 3.1 All Publishing Services Subdivision employees are responsible for having a working knowledge of this QAI.
- 3.2 The Administrative Assistant is responsible for assuring follow-up on processes related to purchasing.
- 3.3 The designated manager of this QAI is responsible for considering all DCRs and NCRs issued against this QAI, writing new instructions when necessary and informing end-users of the changes made.
- 3.4 The Webmaster is responsible for updating the controlled version of this QAI on the Internet in a timely manner.
- 3.5 ESSInfo Publishing Services employees and other users of this QAI are encouraged to provide feedback to the Quality Management Representative, Production Coordinator, and Head Publishing Services on its accuracy, completeness, simplicity, and usefulness by issuing a Document Change Request or Quality System Improvement Request.

4.0 INSTRUCTIONS

- The employee recognizes the need for purchase request and forwards it to the Administrative Assistant
- The Administrative Assistant checks for the best possible supplier, prices and availability.
- The Head of the Publishing Services Sub-division and/or the Administrative Assistant and/or the employee will make the final decision.

4.1 APPROVAL FROM THE HEAD OF THE PUBLISHING SERVICES SUB-DIVISION

4.1.1 Credit Card Purchases

- The Administrative Assistant emails a Purchase Request to the Head of the Publishing Services Sub-division for approval.
- The Head of the Publishing Services Sub-division approves the purchase and forwards the email of the Purchase Request to the Finance / Administration section and cc's to Administrative Assistant.

4.1.2 Local Purchase Orders

- The Administrative Assistant sends one of these forms shown below to the Head of the Publishing Services Sub-division for approval.
 - Internal-Office Requisition
 - Requisition for Goods and Services
- The Head of the Publishing Services Sub-division approves Local Purchase Order by signing it and returns it to the Administrative Assistant who forwards it to the Finance / Administration section.

4.2 FINANCES / ADMINISTRATION

- Places the order for Credit Card or LPO documents as per Treasury Board requirements.
- The Finance / Administration section emails the Administrative Assistant when the purchase order is placed. The Administrative Assistant retains this email as reference.

4.3 RECEIVE GOODS

- The Administrative Assistant and/or employee receive the goods.
- The Administrative Assistant and/or employee checks the quantity and quality of what is received against the packing slip and the appropriate LPO form indicated in 4.1.2
- If the goods do not meet the requirements as specified in the LPO, the Administrative Assistant contacts the supplier for corrective actions.
- The Administrative Assistant delivers goods to employee who requested the purchase.

4.4 PACKING DOCUMENTATION

- If the order is incomplete, the Administrative Assistant monitors the order until it is complete.
- The Administrative Assistant forwards signed Packing Slips to the Finance / Administration section for payments and processing.

4.5 ARCHIVING

- The Administrative Assistant includes all documentation in the annual purchasing file.

5.0 REFERENCES

- Purchase Request email
- Requisition for Goods and Services
- Goods Purchase Order
- Internal-Office Requisition
- Document Change Request (DCR)
- Quality System Improvement Request (NCR)