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Administrative Services

Context:

To assist Members, Corporate Services staff at the Legislative Assembly provide various administrative services. This administrative support is wide-ranging and is consequently referenced in other Board of Management and Office of the Clerk policies. This policy is limited to services that are not addressed in other policies.

2.04.01 Service Contracts

Upon request, Corporate Services will assist Members in the preparation of service contracts. For these purposes, a service contract is between the Member and the person(s) being contracted, not between the person(s) being contracted and the Government of the Northwest Territories.

2.04.02 Local Contract Authority (LCA)

The Local Contract Authority is used to authorize the purchase of items for direct payment by the Legislative Assembly. The amount purchased through the LCA will be deducted from the Member's constituency work expense allowance. Invoices must be submitted when the LCA is returned to Corporate Services.

A Member wishing to purchase goods and/or services costing less than \$1,000 through his/her constituency work expense allowance may request a Local Contract Authority on the approved form and submit it to Corporate Services. Before the purchase is made, the LCA must be signed by the authorized person in Corporate Services.

A Member may use a Local Contract Authority for a purchase greater than \$1,000 but must follow government contracting procedures.

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2.04.03 Direct Deposit

Direct deposit services available to Government of the Northwest Territories employees will be provided to Members with respect to their bi-weekly indemnity.

Members are required to complete the approved form and submit it to Corporate Services, along with a 'VOID' cheque for the account in which the payments will be deposited.

If a Member does not use direct deposit services, Corporate Services will mail the indemnity cheques to the Member.

2.04.04 Credit Cards

Each Member is encouraged to obtain a credit card specifically for constituency work expenses. Upon request, Corporate Services will assist the Member in the application for a credit card.

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