

Delegation and Intake Procedure

Effective date June 1, 2017

Purchasing Services is responsible for the oversight of the Procurement Policy and has delegated limited levels of procurement authority to certain campus units. Delegated purchasing authorities include:

- Facilities Management Division¹
- Retail Services²
- Library³
- ConnectionPoint⁴

Intake

Departments/units are responsible for prudently planning for and requesting those goods and services necessary for effective operation. Each department/unit should determine the source and availability of funds prior to any initiation and submission of any procurement request.

ConnectionPoint is the intake point for all procurement and procurement related requests at the University. From here ConnectionPoint will systemize department/unit procurement requests.

Generally, procurement requests within the department/units without delegated purchasing authority will submit their procurement requests directly to ConnectionPoint for processing. Further information about intake can be accessed through the ConnectionPoint website at <https://connectionpoint.usask.ca/>.

Information

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¹ Facilities Management has delegated purchasing authority within the Logistics Management group for the procurement of goods and services used by the Facilities Management Division in the provision of services to the University as well as the procurement of furniture as per the Furniture Policy.

² Retail Services is responsible for the procurement of products and materials for resale to the general public and campus.

³ The authority to purchase materials and services directly related to the Library's collection (library acquisitions), is delegated to the university Library.

⁴ ConnectionPoint has limited delegation of authority to issue purchase orders within the University's financial system and to solicit bids on behalf of the University.