



Issue Date: August, 1993	Effective Date: Immediate	Responsible Agency: Comptroller General	Directive No: 808-2
Chapter: Control of Expenditures			
Directive Title: GOVERNMENT CONTRACTS – DELEGATION OF PURCHASING AUTHORITY			

1. INTRODUCTION

The purpose of this directive is to delegate purchasing authority for subscriptions and periodicals and petty cash purchases. This purchasing authority is delegated by the Minister of Public Works & Services to the Ministers of all other departments (or their delegates).

The Government has three types of delegated direct procurement methods: subscriptions and periodicals, petty cash, and local contract authority. Subscriptions and periodicals and petty cash delegations are covered by this directive, and local contract authority delegation is covered by directive 808-3. Directive 817-2 covers the establishment and use of petty cash funds.

Specific delegations and attendant procedures are found in the Delegation of Contracting Authority section of the Supply Services Manual.

2. DIRECTIVE

The Minister of the Department of Public Works & Services may delegate purchasing authority either on a Government wide basis (general delegation) or for specific program use (specific delegation) in accordance with section 24 of regulation 9904.

3. PROVISIONS

SPECIFIC DELEGATIONS

- 3.1 All specific delegations of contracting authority shall be contained in the Delegation of Contracting Authority Section in the Supply Services Manual.



GENERAL DELEGATIONS

3.2 Subscriptions and Periodicals

3.2.1 Pursuant to section 24 of regulation 9904, the Ministers of all other departments (or their delegates pursuant to subsection 13(2) of the Financial Administration Act) are delegated by the Minister of Public Works & Services as contract authorities to contract for subscriptions and periodicals for amounts not exceeding \$1,000 per subscription or periodical. This delegation may be withdrawn at the discretion of the Minister of Public Works & Services.

3.2.2 A subscription or periodical cost includes, but is not limited to, the annual cost of newspapers, magazines, publications with periodic updates, and other related publications.

3.2.3 A subscription or periodical cost does not include the cost of individual books procured on a one-time basis.

3.3 Petty Cash

3.3.1 Pursuant to section 24 of regulation 9904, the Ministers of all other departments (or their delegates pursuant to subsection 13(2) of the Financial Administration Act) are delegated by the Minister of Public Works & Services as contract authorities to use petty cash to contract for the supply of goods, transportation services, computer services (as described in directive 1002), and communication services. This delegation may be withdrawn at the discretion of the Minister of Public Works & Services.

3.3.2 The delegation in paragraph 3.3.1 does not limit the authority of the Comptroller General, pursuant to subsection 52(2) of the Financial Administration Act, to control the establishment and use of petty cash funds and imprest bank accounts.

Subsection 52(2) states:

Notwithstanding subsection (1), the Comptroller General may authorize the establishment and use of petty cash funds and imprest bank accounts.