

Policy Title	Supply of Goods and Services for Research Purposes
Responsible AIU Office (Higher Management/Directorate)	Office of the VP for Research Affairs
Policy Owner (Executive Department/Office)	Office of the VP for Research Affairs Research Units Finance department
Pertinent Dates	[Dates the policy was created, expired, revised, approved, and became effective.]

I. SCOPE OF POLICY

The purpose of this policy is to ensure that the supply of goods and services is undertaken in a fair and open way that provides the greatest benefit to the University while remaining in full compliance with legislation and other related University policies and procedures.

II. DEFINITIONS

NA.

III. POLICY STATEMENT

It is advantageous for Alamein International University (AIU) to take a comprehensive and coordinated approach to supplying the goods and services needed to conduct research in the University. To achieve this, the relevant administrative units need to act in a fiscally responsible manner to ensure efficient and cost-effective systems and appropriate standardized procedure is in place for the University community.

IV. RESPONSIBILITIES

Research Centre management: responsible for the supervision of all resources in corresponding centre.

Research Strategy Committee: responsible for consideration, recommendation, and preliminary approval of the required research resources and services.

Finance department: responsible for following the University standard policies and procedures for procurement of research resources and services.

VP for research affairs: Approval of funds.

V. POLICY STANDARDS AND PROCEDURES

AIU will take a comprehensive and coordinated approach to supplying the goods and services needed to conduct research activities in the University that includes and addresses acquisition, receiving, distribution, payments, and asset management.

The supply of goods and services must be undertaken as follows:

- in full compliance with applicable legislation, other related University policy, and established University procedures;
- in a timely, efficient and ethical manner;
- through fair, open and transparent processes; and
- with due regard to the effective stewardship of the University’s financial resources.

For all funding sources, Finance, Procurement and Planning is the signing authority to commit the University to binding agreements for the acquisition of goods and services. The specific authority to acquire goods and services, whether under such agreements or not, extends to campus through certain distributed procurement methods/systems and compliance with established University of Alberta purchasing procedures.

VI. FORMS/INSTRUCTIONS (if applicable)

Purchase Order Procedure
 Contracting for Services Procedure
 Expense Reimbursement Procedure
 Moving and Warehouse Services Procedure
 Payment Procedure
 Purchase of Restricted Items Procedure
 Shipping (Courier), Receiving and Distribution Procedure
 Travel Processes and Expense Procedure

VII. APPENDICES (if applicable)

NA

VIII. RELATED POLICIES

Research Centres will adhere to all University policies related to their activities, including procurement policies.

IX. CONTACT INFORMATION

- Office of the VP for Research Affairs

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.