

## **F11.0 CONTRACTS - PURCHASE OF SERVICE**

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### **SCOPE**

All Purchase of Service contracts.

### **POLICY**

A Purchase of Service contract is a written agreement between the *Society* and an outside agency or individual. A Purchase of Service contract helps to ensure that the *Society's* funds are expended appropriately and used for the purpose intended. All Purchase of Service contract must meet the *Society's* conflict of interest guidelines.

### **PROCEDURE**

1. At the minimum, each Purchase of Service contract entered into by the *Society*, shall provide the following information:
  - a) the nature of the service
  - b) the financial obligations agreed to
  - c) the period of time that the contract covers
  - d) the invoicing procedure, or a payment schedule
  - e) a termination clause
  - f) a table of contents regarding the negotiated work plan
  - g) the staff member or members given the authority to act on behalf of the *Society*.