

	Saskatchewan Health Regional Health Services Policy & Procedure Manual	Status: Current
		Effective Date: January 2007
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Approved By: Regional Policy Branch		Branch Contact: 787-3052
Section: Finance		
Title: APPROVAL TO PURCHASE, LEASE, OR OTHERWISE ACQUIRE PERSONAL PROPERTY		

INTENT:

The intent of this policy is to provide direction to regional health authorities and affiliates regarding the purchase, lease, or otherwise acquiring personal property, and to outline the specific requirements when requesting approval to do so.

LEGISLATIVE AUTHORITY:

The Regional Health Services Act, Sections 30 and 39

The Regional Health Services Administration Regulations, Sections 4 and 9

POLICY:

A regional health authority or an affiliate shall obtain the approval of the Minister of Health before purchasing, leasing, or otherwise acquiring personal property where the amount to be paid to acquire the interest exceeds a prescribed amount.

For the purpose of this section personal property includes capital equipment, computer hardware and software.

For the purpose of this section, “value” means “net carrying value” as per section 4430.05 in the Canadian Institute of Chartered Accountants Handbook.

The prescribed amount is \$50,000.

Ministerial approval will be required under the following situations where:

- the cost of an individual piece of equipment is greater than \$50,000:
- the aggregate purchase price of an acquisition where one or more pieces is greater than \$50,000; and
- the total lease cost of a piece of equipment over the term of the agreement exceeds \$50,000.

Every regional health authority and affiliate shall submit a formal request for approval to purchase, lease, or otherwise acquire personal property.

In addition, an affiliate shall indicate whether it has consulted with the regional health authority, as well as the nature of the consultation regarding the said purchase, lease, or acquisition of purchase of personal property.

The above information shall be provided to:

Director
Capital Asset Planning
Regional Policy Branch
Saskatchewan Health
3475 Albert Street
REGINA SK S4S 6X6