

# Vendor Instructions for Goods and Services for Personal and Family Support Programs

Please share this with your employees who handle Requisitions.

## **Please Remember:**

1. Total is not to exceed the amount indicated in on the Requisition.
2. GST is not to be charged since the Government of Saskatchewan is GST exempt.
3. No Cash is ever to be issued. No Tobacco can be purchased.
4. It is required that the vendor have the client sign in the yellow highlighted area at the bottom of the requisition at time of purchase. The client's signature and proof of identity must be verified by government issued ID.
5. Keep the green copy for your records. Send the white copy with the original receipt attached back to the Ministry of Social Service address stamped on the Requisition.

If you have any questions or concerns, please contact the caseworker indicated on the Requisition at the Ministry of Social Services address stamped on the requisition.

**Thank you on behalf of the Ministry of Social Services!**

*Saskatchewan* 