



Responsible Unit Financial Services / Procurement Services
 Last Reviewed/Updated July 2022
 Approving Sector Head Associate Vice-President Finance and Treasurer
 Title: **Purchase Order Exceptions**

There are certain Goods and Services for which a Purchase Order may not be acceptable or appropriate. Such items may be procured through alternative means such as cheque requisitions, or expense reports. The University Procurement Policy must be followed for all purchases.

Please direct any questions to Procurement Services.

Type of Goods or Service	Description
Audit Services	Annual financial audit services
Benefits	Health benefits
Books and Periodicals	Library invoices for books and periodicals
Charitable donations	Donations made to charities
Catering Services	Chartwells invoices for catering services and cafeteria
Courier and Freight	FedEx, UPS, Purolator, etc.
Customs	Customs invoices from university-approved customs broker
Insurance	Insurance policies, Insurance on equipment
Legal Services	Legal services
Mailing Equipment	Lease for Post Office mailing equipment
Maintenance Agreement	Sodexo physical plant services
Memberships, Licenses	Memberships, licenses, permits, registration, dues (does not include software)
Professional Development	Professional development courses
Professional Services	Executive search services, temporary office staffing services
Space	Leases and rentals
Travel	Options for vehicle rentals: 1. Submit a requisition 2. Pay for rental with personal funds and submit for reimbursement.
Utilities	All Utilities invoices (water, sewer, electricity, natural gas, telephone, internet, liquor license, etc.)