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| Contracts – Purchase of Service | Policy Approved By: Board of Directors |
| Section:  Finance Policies | Date of Approval: Month XX, 2019 |
| Accreditation Issue: | Date of Revision: Month XX, 2022 |

#### 1.0 Introduction

A Purchase of Service contract is a written agreement of an ongoing nature between the Health Centre and an outside agency or individual. A Purchase of Service contract helps to ensure that the Health Centre’s funds are expended appropriately and used for the purpose intended. All Purchase of Service contracts must comply with the Health Centre’s Purchasing policy and Conflict of Interest guidelines.

#### Scope

Executive Director, Management Team and Financial Staff.

#### 3.0 Policy/Procedure

At the minimum, each Purchase of Service contract entered into by the Health Centre will provide the following information:

a) The nature of the service

b) The agreed financial obligations

c) The contract time period

d) The invoicing procedure, or a payment schedule

e) A termination clause

f) Proof of insurance, as appropriate

#### 4.0 RELATED QUEST FINANCE POLICIES

Procurement Policy

#### 5.0 RELATED QUEST FORMS

N/A

#### 6.0 Other References and Additional Information

#### 7.0 Policy Contact

Executive Director