

Vendor Information -- Ministry of Social Services Requisition for Goods and Services

The Ministry of Social Services (MSS) has updated the Requisition form effective April 15, 2011. This information is to assist vendors in understanding the requisition process and provide tools for vendors to use when training staff on this process.

MSS issues Requisitions for Goods and Services to our clients to make purchases for immediate needs. The Social Worker will complete the MSS portion of the requisition indicating the client's name and address, the date issued, a description of the goods and services to be purchased, and the maximum value the requisition can be used for. They will have the client sign the requisition prior to releasing it to them. The Social Worker will then sign the requisition and give the client three copies (white, blue, and green).

At the time of purchase, the client will present the requisition to the vendor. Government policy requires the following from the vendor in order to receive payment:

1. The vendor will ensure that the purchase matches the description of goods and services indicated on the requisition.
2. The vendor will ensure the amount purchased (including tax) does not exceed the amount indicated on the requisition.
3. The vendor will have the client sign the requisition as the purchaser, to verify goods or services received and to ensure the client's signatures match. **No payment will be made if the requisition is not signed by the client at the time of purchase.**
4. The vendor will ensure their name and address are written on the requisition where indicated in order for MSS to reimburse the vendor by cheque.
5. The vendor will return white and blue copies with the original sales slip or invoice within thirty (30) days of issue to the MSS address provided on the requisition.

NOTE:

- The requisition is not valid for payment after six months from date of issue.
- The requisition should never be used for Tobacco products unless specified by the worker
- No cash should ever be given to the purchaser.
- Refunds covering return of goods should be made to the Ministry of Social Services, not to the client.
- Note that purchases made with Government of Saskatchewan funds are not subject to the Goods and Services Tax (GST). If GST is charged it will be deducted off of the amount reimbursed.

If you have any questions please contact the Ministry of Social Services at the address below.

Financial Services Branch
Ministry of Social Services
1920 Broad Street
Regina SK S4P 3V6

Please note: **[Vendor Instructions for the MSS Requisition](#)** are available in print format.
Simply click the link (underlined above) and print off a copy for your reference.