Purchasing Policy

<table>
<thead>
<tr>
<th>Approving authority</th>
<th>Finance, Resources and Risk Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval date</td>
<td>19 May 2014</td>
</tr>
<tr>
<td>Advisor</td>
<td>Associate Director, Accounting &amp; Business Services</td>
</tr>
<tr>
<td>Next scheduled review</td>
<td>2017</td>
</tr>
<tr>
<td>TRIM document</td>
<td>2014/0007024</td>
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</table>

Description

This policy is consistent with the Financial and Performance Management Standard 2009 and sets out the broad requirements of the University with respect to all purchasing activities. Detailed requirements are set out in the associated Purchasing Procedures in the Financial Management Practice Manual. The Queensland Government State Procurement Policy (2013) is applicable to all purchasing activities of the University and should be referred to for additional guidance.

Related documents

- Financial Delegations Schedule
- Authority to Sign Contracts and Agreements
- Assets Policy
- Sustainability Policy
- Code of Conduct
- Conflict of Interest Policy
- Fraud Control Policy
- Gifts and Benefits Policy
- Hospitality Provided by the University Policy
- Health and Safety Policy
- Electrical Safety Policy
- Tender Board Constitution

Links to external documents

- Queensland Procurement Policy
- Queensland Government ICT Procurement

[Policy] [Information and Communication Technology (ICT) Purchasing] [Purchase of Hazardous or Licensable Materials]

1. POLICY

The University seeks to deliver benefits for government, suppliers and the community through its purchasing activities. The University is required by Queensland Procurement Policy (QPP) to abide by the Primary Principle of ‘driving value for money’ in procurement, and:

- Procurement is to be undertaken with integrity, ensuring accountability for outcomes;
Purchasing Policy

- Will access Whole of Government arrangements, where feasible, to achieve savings and benefits;
- Will build the confidence of stakeholders and the community in the University’s management of procurement; and
- Will endeavour to advance the Government’s economic, environmental and social objectives and support the long-term wellbeing of the community.

All purchasing, irrespective of purchasing method or source of funds, must be initiated through the University Finance or Expense Management Systems and follow the requirements of the Purchasing Procedures.

It is the responsibility of a University Officer initiating a purchase to ensure that the quotation process followed is in accordance with the requirements relating to the expected cost of the purchase, as set out in the table below, and as detailed in the Purchasing Procedures. In no circumstances can a purchase be broken into components to circumvent these requirements.

<table>
<thead>
<tr>
<th>Expected Cost of Purchase</th>
<th>Requirements</th>
</tr>
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<tbody>
<tr>
<td>&lt; $5,000</td>
<td>One verbal quote (documented)</td>
</tr>
<tr>
<td>$5,000 to &lt; $20,000</td>
<td>Two verbal quotes (documented)</td>
</tr>
<tr>
<td>$20,000 to &lt; $200,000</td>
<td>Three written quotes (forwarded to Buyer)</td>
</tr>
<tr>
<td>$200,000 to $1,000,000</td>
<td>University Tender process to be followed</td>
</tr>
<tr>
<td>&gt; $1,000,000</td>
<td>Tender Board Approval</td>
</tr>
</tbody>
</table>

Where the University has in place a Standing Offer or Panel Supply Arrangement for the supply of goods or services then these arrangements must be used. Details of these arrangements are available from the Office of Planning and Financial Services website.

It is the responsibility of the approving Officer to ensure that any approval is within the Officer's financial delegation.

For significant purchases with purchase values falling in the range $200,000 to $1 million, the University Tender Process must be followed. Further information is provided in the Purchasing Procedures. Approval and sign off of the tender process for these purchases is as follows:

- $200,000 to $499,999 - Approval by the Vice President (Corporate Services)
- $500,000 to $1,000,000 - Approval by the Vice Chancellor.

2. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) PURCHASING

Queensland Procurement Policy requires that purchases of ICT goods and services be made under the terms of the Government Information Technology Conditions (GITC). The additional requirements are contained in Information Standard 13 - ICT Procurement and Disposal of ICT Products and Services.

When ordering computer software all software requests must be submitted through the Software Request shopping cart system.

3. PURCHASE OF HAZARDOUS OR LICENSABLE MATERIALS

Hazardous or licensable materials, including chemical, biological and radiation sources and apparatus, drugs and poisons, and genetic or quarantine materials must not be purchased, or otherwise acquired, without verification and acceptance by a category Special Approver. The special approval process is part of the online purchase request system.
When there is doubt as to whether a particular purchase constitutes a ‘hazardous or licensable material’ for the purposes of this policy, the purchase must be referred to safety@griffith.edu.au for assessment.

Purchasers of hazardous or licensable materials are required to undertake appropriate risk assessments and to observe all necessary legislative and/or licence requirements relating to the safe transport, storage and use of such materials.

4. **SUSTAINABLE PROCUREMENT**

   The University integrates sustainability considerations into the procurement of goods, services and construction. Undertaking sustainable procurement contributes to sustainable development and environmental protection.

   Further information on how to incorporate sustainable procurement practices into day to day purchases can be found in the Purchasing Procedures.

5. **COMPLAINTS ABOUT PROCUREMENT**

   The University seeks to resolve procurement related complaints as quickly and simply as possible. Information about the process is set out in the Purchasing Procedures.