

Internal Charges Policy

Schedule IC-SCG-02: Technical Stores

Approving authority	Vice President (Corporate Services)
Approval date	16 December 2018
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Next scheduled review	2019
Document URL	http://policies.griffith.edu.au/pdf/Internal Charges Policy Schedule IC-SCG-02.pdf
TRIM document	2018/0000165
Description	This schedule provides internal charge costs pertaining to the Technical Stores, laboratory consumables and kits, and health and safety attire for staff and students. This document is a supplement to the Internal Charges Policy and subsequent Approved Internal Charges List.

Related documents

[Internal Charges Policy](#)

[Approved Internal Charges List](#)

[Finance Management Practice Manual](#)

Recovery amount is driven by actual purchase price plus an administrative overhead/mark-up applied by the Technical Stores.

The administrative overhead/mark-up may vary due to factors including:

- Bulk packs (e.g. syringes) are sold at less mark-up than single items, because mark-up for single items needs to cover wastage, breakages & extra handling costs.
- Some suppliers offer a fixed discount % below retail, and any mark-up needs to stay below the discount %. Different suppliers offer different % discounts, often meaning different % mark-ups.