



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# Procedure:

## Purchasing and Procurement Processes

Effective: 20 August 2019

Audience: Staff

Policy Category: Management  
Policy Sub-category: Finance and  
Procurement

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Responsible Officer:	Senior Manager, Procurement & Contract Management
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## 1 PURPOSE

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- 1.1** This Procedure sets out the processes to be followed when purchasing or leasing of goods and/or services for and on behalf of the University.

## 2 DELEGATED AND CENTRALISED PROCUREMENT

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- 2.1** The process to be followed for the purchase or leasing of goods and/or services by the University is determined by the value and risk to the University that may be inherent in the goods and/or services being purchased or leased.
- 2.2** In all instances, Approved Suppliers should be used when procuring goods and/or services. A Register of Approved Suppliers is maintained and published by the Finance Office.
- 2.3 Delegated Procurement**
- 2.3.1 Low value and low risk purchasing is undertaken at a School or Department level by the Delegate who holds relevant delegation and approval authority for the total value (inclusive of GST) of the purchase under the University's *Standing Delegations of Authority*.
- 2.3.2 In determining whether purchasing should be deemed low risk and low value, reference should be made to Schedule 1 of these Procedures. Where a decision is not clear, advice from the Senior Manager, Procurement and Contract Management should be sought.
- 2.4 Centralised Procurement**
- 2.4.1 High value or high risk purchasing is undertaken using a Centralised Procurement process that is facilitated by the Finance Office, and includes undertaking due diligence on the proposed supplier/s.
- 2.4.2 In determining whether purchasing should be deemed high risk and high value, reference should be made to Schedule 1 of these Procedures. Where a decision is not clear, advice from the Senior Manager, Procurement and Contract Management should be sought.
- 2.4.3 A Centralised Procurement process may also be used in instances where purchasing is deemed to be low value and low risk in order to secure the optimum outcomes for the University, taking into account the provisions of the *Policy: Procurement*.

## 3 RISK

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- 3.1** In assessing the level of risk associated with procurement activities, all relevant risks should be considered, including in relation to:
- 3.1.1 Legal risks;
  - 3.1.2 Commercial risks;
  - 3.1.3 Health and safety risks;
  - 3.1.4 Risks to the University's reputation or brand; and
  - 3.1.5 Risks of non-alignment with the Principles outlined in the *Policy: Procurement*.
- 3.2** Where a Procurement activity is assessed as high risk, a risk management plan will be developed by the Senior Manager, Procurement and Contract Management, in consultation with the Legal Office and the Manager, Risk and Compliance.

## 4 QUOTATIONS

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### 4.1 Request

- 4.1.1 Prior to seeking quotations for the supply of goods and/or services, it should be established from the Finance Office whether an Approved Supplier is available to provide the goods and/or services that are to be purchased.
- 4.1.2 Approved Suppliers must be used when procuring any goods and/or services in order to access competitive pricing and product/service offerings; and favourable terms and conditions.
- 4.1.3 Where a Contract or Preferred Supplier (panel) is used, no quote is required.
- 4.1.4 In response to a request for quotation, the relevant supplier then provides a quotation for the goods and/or services.
- 4.1.5 The number of written quotations required by the supplier is determined by the value of the purchase as set out in Schedule 1. Where a Contract Supplier or Preferred Supplier has a catalogue available, obtaining a price from the catalogue for specific goods and services is equivalent to a written quotation for such goods and/or services.
- 4.1.6 A copy of all quotations must be attached to any expenditure request and reasons for selection must be included in the Requisition.
- 4.1.7 Where a supplier fails to provide a quote, documented evidence of the request for the quote and/or supplier declining to provide a quote should be maintained and included with the Requisition documentation (refer section 8.2).

### 4.2 Approval

- 4.2.1 Quotations should be assessed against the *Policy: Procurement* and a selection made by the relevant Delegate authorised to approve the purchase in accordance with the *Standing Delegations of Authority*.

### 4.3 Quotation Information

- 4.3.1 Quotations should set out any specifications relating to the goods or services and terms and conditions of purchase, including:
  - 4.3.1.1 Transaction date;
  - 4.3.1.2 Total cost, inclusive of any delivery, ongoing maintenance or other costs;
  - 4.3.1.3 Estimated delivery date or lead time;
  - 4.3.1.4 A full description and quantity of the goods and/or services to be purchased;
  - 4.3.1.5 The name and address of the supplier;
  - 4.3.1.6 The supplier's ABN (if an Australian supplier); and
  - 4.3.1.7 The GST component (if an Australian supplier).

## 5 SUPPLIER APPROVAL PROCESS

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- 5.1 Where proposed suppliers are not an Approved Supplier, a request should be made to the Finance Office seeking approval to use the supplier by completing and submitting the *New Supplier Checklist* to [purchasing@nd.edu.au](mailto:purchasing@nd.edu.au) prior to the purchase being processed.
- 5.2 The Finance Office will conduct due diligence on the proposed supplier, taking account of the Principles listed in the *Policy: Procurement*.
- 5.3 The Senior Manager, Procurement and Contract Management (or delegate) will determine whether proposed suppliers should be approved, based on due diligence outcomes.
- 5.4 Should a supplier not be deemed suitable for approval, Finance Office staff will assist with

sourcing an appropriate alternative supplier.

## 6 CONTRACTED SUPPLIERS

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- 6.1** The University may enter into formal contracts with a single Approved Supplier for a specified term to establish Procurement arrangements in instances when certain goods and/or services are commonly purchased and/or required on an ongoing basis.
- 6.2** Contracts with single Approved Suppliers are subject to approval by the Chief Financial Officer, on recommendation from the Senior Manager, Procurement and Contract Management and the Legal Office.
- 6.3** The Senior Manager, Procurement and Contract Management will manage the contract, including (but not limited to) ensuring that:
  - 6.3.1 contract obligations are met by both parties;
  - 6.3.2 the performance of the Contracted Supplier is periodically monitored and timely remedial action is taken as required;
  - 6.3.3 risks (both current and emerging) are identified and managed; and
  - 6.3.4 the contract expiry is managed to ensure that, where appropriate, a new contract is in place to ensure no disruption to the Procurement process between contracts.
- 6.4** Where a Contracted Supplier is used, multiple quotations are not required.

## 7 PREFERRED SUPPLIERS (PANEL)

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- 7.1** The University may enter into written contracts with one or more Approved Suppliers to establish a Preferred Supplier relationship for certain goods and/or services in order to secure an agreed price, and terms and conditions favourable to the University.
- 7.2** A contract with an Approved Supplier to become a Preferred Supplier may be considered appropriate in instances where:
  - 7.2.1 The value of the goods and/or services is below the Planned Procurement thresholds (refer Schedule 1); and
  - 7.2.2 The Senior Manager, Procurement and Contract Management considers the risk to the University to be low; and
  - 7.2.3 The University has, or requires, a Preferred Supplier arrangement for the goods and services.
- 7.3** A formal contract establishing a Preferred Supplier relationship is subject to approval by the Chief Financial Officer on recommendation of relevant staff in the Finance Office and the Legal Office.
- 7.4** Where a Panel of Preferred Suppliers is nominated by the Chief Financial Officer, any of those Preferred Suppliers may be used, subject to the terms and conditions set out in the associated contract.
- 7.5** Where a Preferred Supplier is used, quotations are not required.
- 7.6** The Senior Manager, Procurement and Contract Management will manage Preferred Supplier agreements, including (but not limited to) ensuring that:
  - 7.6.1 obligations are met by all parties;
  - 7.6.2 the performance of each Preferred Supplier is periodically monitored and timely remedial action is taken as required;
  - 7.6.3 risks (both current and emerging) are identified and managed; and
  - 7.6.4 the contract expiry is managed to ensure that, where appropriate, a new contract is

in place to ensure no disruption to the procurement process between contracts.

## 8 PURCHASING METHODS

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**8.1** All procurement transactions must be supported by a formal commitment to purchase, such as a documented Purchase Order or formal contract between the University and the supplier. Informal agreements (such as email exchanges or verbal agreements) are not acceptable.

### **8.2 Purchase Orders**

8.2.1 A Purchase Order is required for all purchase commitments of up to \$50,000, except in cases where a Corporate Credit Card is used in accordance with the *Procedure: Corporate Credit Cards*.

8.2.2 A Purchase Order commits both the University and the supplier to terms and conditions which have been agreed and approved by the relevant Delegate in accordance with the *Standing Delegations of Authority* and is created through the generation and approval of a Requisition.

8.2.3 Once an Approved Supplier has been identified, a Requisition must be completed and submitted through the University's Finance system (PeopleSoft).

8.2.4 The minimum number of quotations and other required supporting documentation as outlined at Schedule 1, including reasons for the supplier selection and a summary of business needs for the goods and/or services, should be provided when creating the Requisition record in the University's Finance system.

8.2.5 Requisitions are authorised by the relevant Delegate in accordance with the *Standing Delegations of Authority*.

8.2.6 The Senior Manager, Procurement and Contract Management (or delegate) will check and approve all Requisitions.

8.2.7 Once a Requisition has been approved, the Requisition is converted to a Purchase Order, and forwarded by the Finance Office to the supplier as confirmation of the order.

8.2.8 With the exception of purchases made in accordance with sections 8.3 and 8.4 of this Policy, all suppliers should be informed that the University requires a Purchase Order in order to facilitate payment for purchases.

### **8.3 Corporate Credit Cards**

8.3.1 A Corporate Credit Card may be used for expenditures in accordance with the *Procedure: Corporate Credit Cards* and associated procedures, and subject to retention of tax invoices and completion of required acquittals.

8.3.2 Where a Corporate Credit Card is used, a Purchase Order is not required.

### **8.4 Supplier Contracts**

8.4.1 A formal contract between the University and an Approved Supplier should be in place for purchasing commitments greater than \$50,000.

8.4.2 For transactions less than \$50,000, a formal contract may also be warranted to address legal or commercial risks associated with the Procurement transaction.

8.4.3 The Senior Manager, Procurement and Contract Management, in consultation with Legal Office, shall agree on the most appropriate form of contract for the type of Procurement.

8.4.4 All supplier-initiated contracts must be reviewed by the Legal Office and the Senior

Manager, Procurement and Contract Management prior to formalisation.

- 8.4.5 Modification or alteration of any approved terms or conditions within an existing contract with a supplier is subject to review and approval of the Senior Manager, Procurement and Contract Management, following endorsement by the Legal Office.

## **8.5 Leasing and Financing**

- 8.5.1 Financing arrangements, include finance leases, must not be entered into without the approval of the Chief Financial Officer (or delegate).

## **8.6 Planned Procurement**

- 8.6.1 For Procurement commitments valued at over \$50,000, a Planned Procurement process involving requests for tender, proposal or quote or expressions of interest against set criteria for evaluation may be deemed necessary.

- 8.6.2 The Senior Manager, Procurement and Contract Management will oversee any Planned Procurement process, from the time where the Procurement need is first identified through to the final recommendation and award of contract, including:

8.6.2.1 Providing probity, guidance and advice to ensure that all due processes have been properly observed, that respondent submissions remain confidential; and that outcomes are fair, ethical and appropriately documented;

8.6.2.2 Facilitating the formation of a tender panel;

8.6.2.3 Determining any negotiation strategy which may be required and leading negotiations with respondents to ensure an improved and sustainable outcome is achieved and that the integrity of the competitive process is maintained;

8.6.2.4 Preparation of a Recommendation to Award briefing note to be submitted to the appropriate Delegate in accordance with the *Standing Delegations of Authority*, together with such supporting documents as necessary to support the recommendation; and

8.6.2.5 Ensuring that respondents who are unsuccessful in a competitive process are advised of the result of the evaluation process and provided with an opportunity to seek and receive feedback on their tender.

### **8.6.3 Tender Panel**

8.6.3.1 A tender panel must comprise a minimum of three people, including the requestor, a Finance Office Staff Member and at least one other key stakeholder. The panel may consist of more than three people but should only consist of stakeholders or technical experts who are necessary for the development and/or evaluation of the tender.

8.6.3.2 The tender panel is responsible for development of an appropriate Procurement plan that normally includes information relating to the business need, a market assessment, current contractual arrangements for the goods and/or services, the Procurement approach to be taken with associated timeframes, evaluation criteria and probity requirements.

## **9 MINIMUM REQUIREMENTS FOR PROCUREMENT PROCESSES**

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- 9.1** Schedule 1 prescribes the minimum requirements for Procurement processes, including the method, responsibility, competitive requirements, and documentation required.

- 9.2 Additional quotations to those prescribed in Schedule 1 may be obtained and/or staff may choose to take a Centralised Procurement approach in order to ensure that the optimum Procurement outcome is achieved.
- 9.3 Except in instances where Preferred Suppliers or Contract Suppliers have been established, the total value of the purchase of goods and services set out in Schedule 1 apply for the purpose of identifying the authorised Delegate to approve the expenditure in accordance with the *Standing Delegations of Authority*.
- 9.4 The total value must include GST, as well as costs of freight, installation and any associated services. Where appropriate, whole of life costs should be taken into account.
- 9.5 If the estimate total cost of a purchase is close to exceeding the relevant threshold value stipulated in Schedule 1, or is considered high risk by the Senior Manager, Procurement and Contract Management, the Procurement of the goods and/or services should be referred to the Finance Office.
- 9.6 A purchase or transaction must not be divided or split for the purpose of reducing the minimum threshold value provided in Schedule 1, or approval delegation requirement.
- 9.7 Continued, regular procurement of the same goods and/or services will be considered in the aggregate for the purpose of meeting the competitive requirements outlined in Schedule 1.

## 10 EXEMPTIONS TO MINIMUM REQUIREMENTS

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- 10.1 In circumstances where the Dean or Head of a Department (or equivalent) considers it is not appropriate to adopt the Procurement process requirements outlined in Schedule 1, a written *Request for Exemption of Competitive Process Form* may be submitted for approval by the Chief Financial Officer (or delegate) to obtain an exemption.
- 10.2 In considering whether to grant an exemption, the Chief Financial Officer (or delegate) will take into account:
  - 10.2.1 Any valid business reasons or justification for the exemption (such as where goods and/or services from a specific supplier are required to integrate within an existing contractual arrangement, existing equipment, project or ICT standard operating environment or where there is an emergency situation that prevents calling of quotes or tenders in the time available);
  - 10.2.2 The evidence provided to support the exemption and whether this evidence justifies a deviation from the approved competitive process; and
  - 10.2.3 Whether, with the exemption, the Procurement process will be consistent with the University's principles for Procurement, as outlined in the *Policy: Procurement*.

## 11 PAYMENTS FOR GOODS AND SERVICES

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- 11.1 The University requires an invoice that meets Australian Taxation Office requirements in order to generate a payment for goods and/or services to any supplier for purchases within Australia with a value exceeding \$82.50 (inclusive of GST), or \$75.00 (exclusive of GST).
- 11.2 The University's standard payment terms for goods and services are 30 days from the end of the month from invoice date, unless a shorter timeframe has been approved by the Chief Financial Officer (or delegate).
- 11.3 Normally suppliers are not paid in advance for the goods and/or services, unless a deposit is required and has been approved for payment by the Senior Manager, Procurement and Contract Management.

- 11.4** Payment for goods and services must normally be made through the University's Finance system following generation of a Purchase Order, or finalisation of an approved Planned Procurement process in accordance with Table 1. In some instances, for purchases totalling less than \$1,000, an upfront payment may be made.
- 11.5** No payment for a purchase can be made until all the procedural and approval requirements set out in Schedule 1 have been satisfied.
- 11.6** Purchases with the value of \$82.50 (including GST) or less must be supported by payment dockets, receipts or invoices as appropriate.

## 12 RECEIPT OF GOODS AND SERVICES

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- 12.1** Goods and/or services should be reviewed at the point of delivery to confirm (as applicable) quantity, quality, condition and compliance with order specifications.
- 12.2** Suppliers should be contacted as soon as possible regarding undelivered or partially delivered goods and/or services.
- 12.3** Where goods are returned because they are not in good order or not compliant with order specifications, a receipt or other evidence should be obtained to evidence that the goods have been returned.
- 12.4** In cases where goods are returned and/or services disputed after the supplier's invoice has been paid, a credit should be sought.
- 12.5** The Senior Manager, Procurement and Contract Management should be notified when goods and/or services are disputed or not received to assist in appropriate management of the situation.
- 12.6** All items purchased by the University are the property of the University, regardless of the source of funds, unless there is an agreement in writing to the contrary associated with a particular contract.

## 13 CONFLICT OF INTEREST

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- 13.1** Staff involved in a Procurement process are required to declare any perceived or potential conflicts of interest.
- 13.2** The Senior Manager, Procurement and Contract Management will consider the declared conflict and determine whether this presents an unacceptable risk to the University and any appropriate actions to mitigate such risk.
- 13.3** Any perceived or potential conflict will be managed in accordance with the *Staff Code of Conduct, Policy: Managing Misconduct, Staff Enterprise Agreement* and *Policy: Gifts and Benefits*.

## 14 RECORDS MANAGEMENT

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- 14.1** The Senior Manager, Procurement and Contract Management will ensure that a fully auditable transaction trail is in place for all Procurement processes - from identification of a requirement, to approval, commitment, receipt and payment.
- 14.2** All documents originating from a Procurement process, including, but not limited to, Planned Procurement, contract formation, and contract management will be recorded and managed in accordance with the *Policy: Privacy*.

## 15 BREACH

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- 15.1** All Staff Members are required to adhere to the requirements of these Procedures, the *Policy: Procurement*, and other applicable instruments, and may be subject to misconduct action if any provisions are breached.

## 16 RELATED DOCUMENTS

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This Procedure should be read in conjunction with the following:

- 16.1** *Policy: Procurement*
- 16.2** *Standing Delegations of Authority*
- 16.3** *Request for Quotations (RFQ) template*
- 16.4** *Request for Exemption of Competitive Process form*
- 16.5** *New Supplier Checklist*
- 16.6** *Procedure: Corporate Credit Cards*
- 16.7** *Policy: Engagement of External Consultants*
- 16.8** *Policy: Privacy*
- 16.9** *Guideline: Travel*
- 16.10** *Guideline: Hospitality Expenditure*
- 16.11** *Guideline: The Use of Discretionary Funds*

## 17 DEFINITIONS

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- 17.1** For the purpose of this Procedure, the definitions outlined in the *Policy: Procurement* apply.
- 17.2** In addition, the following definitions apply to this Procedure:
- 17.2.1** **Centralised Procurement** means procurement that is facilitated by Finance Office staff.
  - 17.2.2** **Contracted Supplier** means a supplier who has entered into a contract with the University, following an approved process that provides an agreed set of goods and/or services, for an agreed price, terms and conditions.
  - 17.2.3** **Delegate** means the Staff Member to whom the Vice Chancellor has delegated authority for purchasing under the *Standing Delegations of Authority*.
  - 17.2.4** **Delegated Procurement** means procurement undertaken within Schools and Departments by the Delegate who holds relevant delegation and approval authority for the total value (inclusive of GST) under the University's *Standing Delegations of Authority*.
  - 17.2.5** **Planned Procurement** means a formal process for seeking quotations in a structured manner where all parties who submit bids to a common deadline have the same information and are evaluated against set criteria.
  - 17.2.6** **Purchase Order** means a formal document which is provided to a supplier at the University's request and confirmation for a specified supply of goods and/or services.
  - 17.2.7** **Quotation** is a formal statement of promise (submitted usually in response to a request for quotation) by a potential supplier to supply the goods or services required by the buyer, at specified prices.
  - 17.2.8** **Requisition** means a formal request to purchase goods and/or services for approval by the Senior Manager, Procurement and Contract Management (or delegate). Approved

Requisitions automatically generate a formal Purchase Order.  
17.2.9 **Thresholds** means the values as set out in Schedule 1 of these Procedures.

<b>Version</b>	<b>Date of approval</b>	<b>Approved by</b>	<b>Amendment</b>
1	20 August 2019	Vice Chancellor	New procedure

**18 TABLE 1 - MINIMUM REQUIREMENTS FOR THE PROCUREMENT OF GOODS AND/OR SERVICES**

Total Value	Method	Responsibility	Competitive Requirements	Authorised Approver of Exemption of Competitive Requirements	Documentation required for Approval (including in the Purchasing)
Up to \$1000	Upfront payment / Purchase Order	Delegates	Verbal or direct purchase	N/A	<ul style="list-style-type: none"> <li>• Tax receipt</li> </ul>
\$1000-\$5000	Purchase Order	Delegates	One written quote	Senior Manager Procurement & Contract Management (SMPCM) or Chief Financial Officer (CFO)	<ul style="list-style-type: none"> <li>• Copies of quotations received</li> <li>• Basis of supplier selection</li> </ul>
\$5000-\$20,000	Purchase Order	Delegates	Two written quotes from different suppliers	SMPCM or CFO	<ul style="list-style-type: none"> <li>• Copies of quotations received</li> <li>• Basis of supplier selection</li> <li>• Basis of Business Need</li> </ul>
\$20,000-\$50,000	Purchase Order	Delegates	Three written quotes from different suppliers	SMPCM or CFO	<ul style="list-style-type: none"> <li>• Copies of Quotation request</li> <li>• Copies of quotations received</li> <li>• Basis of supplier selection</li> <li>• Basis of Business Need</li> </ul>
>\$50,000	Planned Procurement	Finance Office	Request for Proposal/ Request for Tender	CFO	<ul style="list-style-type: none"> <li>• Copy of Quotation/Tender request</li> <li>• Copies of quotation/responses received</li> <li>• Evaluation/selection report</li> <li>• Basis of Business Need</li> </ul>

## 19 PROCESS SUMMARY

<b>Process Step</b>	<b>Responsibility</b>
<p><b>Approved Supplier</b></p> <ul style="list-style-type: none"> <li>Establish whether Approved Supplier is available by checking the Register of Approved Suppliers maintained by the Finance Office .</li> <li>Seek approval from Finance Office using the New Supplier Checklist if a supplier has not previously been approved.</li> <li>Due diligence process conducted on proposed supplier and approval granted OR support provided to source an alternative supplier.</li> </ul>	<p>Purchaser</p> <p>Purchaser</p> <p>Senior Manager, Procurement and Contract Management</p>
	
<p><b>Quotation</b></p> <ul style="list-style-type: none"> <li>Request sufficient number of written quotations, with reference to Schedule 1.</li> <li>Ensure that supplier/s are advised that a formal Purchase Order is required to facilitate payment.</li> <li>Assess quotations against <i>Policy: Procurement</i> and make selection.</li> </ul>	<p>Purchaser</p> <p>Purchaser</p> <p>Delegate</p>
	
<p><b>Purchasing</b></p> <ul style="list-style-type: none"> <li>Complete formal Requisition and submit to Finance Office through Finance system (PeopleSoft), attaching quotation/s and other supporting documentation as outlined in <b>Schedule 1</b>.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Use Corporate Credit Card for expenditures in accordance with <i>Procedure: Corporate Credit Cards</i>.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Planned Procurement (Tender) process conducted, including establishment of a tender panel.</li> </ul>	<p>Delegate</p> <p>Delegate</p> <p>Senior Manager, Procurement and Contract Management</p>
	
<p><b>Payments for goods and/or services</b></p> <ul style="list-style-type: none"> <li>Advise supplier of standard payment terms and required invoice details in accordance with ATO provisions.</li> </ul>	<p>Purchaser</p>

<ul style="list-style-type: none"> <li>• Payments for goods and/or services made where Purchase Order requirements finalised or an approved Planned Procurement process has been completed.</li> </ul>	Finance Office
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<p><b>Receipt of goods and/or services</b></p> <ul style="list-style-type: none"> <li>• Review goods and/or services at point of delivery to confirm quantity, quality, condition and compliance with order specifications as relevant.</li> <li>• Contact supplier as soon as possible regarding undelivered or partially-delivered goods and/or services.</li> <li>• Obtain receipt for goods returned to evidence returned and seek credit.</li> <li>• Notify Senior Manager, Procurement and Contract Management to assist with management of disputes as required</li> </ul>	Purchaser  Purchaser  Purchaser  Purchaser
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<p><b>Conflicts of Interest</b></p> <ul style="list-style-type: none"> <li>• Declare any perceived or potential conflicts of interest in the Procurement process to Senior Manager, Procurement and Contract Management as soon as possible.</li> <li>• Consider conflict and manage in accordance with relevant University agreements, codes and policies.</li> </ul>	Purchaser  Senior Manager, Procurement and Contract Management
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<p><b>Records Management</b></p> <ul style="list-style-type: none"> <li>• Ensure that fully auditable transaction trail is in place from identification of requirement to approval, commitment, receipt and payment.</li> <li>• Manage records in accordance with <i>Policy: Privacy</i>.</li> </ul>	Senior Manager, Procurement and Contract Management
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