Making a Purchase

Process
Please complete a Purchase Requisition form and forward to the relevant approval authority for approval prior to purchase. For complicated or high value purchases you should check with Faculty Finance prior to submitting to the Approver.

Faculty Finance will place the order to be delivered to the person requesting the goods. Upon delivery the packing slip or tax invoice should be noted as having received the goods and that they are satisfactory before forwarding to Faculty Finance. This will release the funds for payment to the supplier.

The Purchasing and Procurement Policy deals specifically with the purchase of goods and services and supports, and is supported by, several other policies. Please refer to this document for details.

PURCHASE REQUISITION

Enter your details here.

Enter the details of your nominated supplier here.

Enter details of quotes obtained.

Suppliers & Quotes
More than one quote may need to be provided depending on the value or risk associated with the purchase. Purchases from suppliers who are unknown to the University, are offshore or who require payment in advance are examples of high risk purchases.

OHS specifications can be found in the appendix of the OHS Purchasing Guidelines.

Price per unit (box, packet etc) of goods to be purchased

Quantity and description of goods to be purchased.

How are you funding your purchase?

Delivery charges are additional to most purchases but aren’t always quoted.
**Description of Goods**

To avoid the risk of ordering incorrect goods please be as descriptive as possible. Quoting part numbers or an ISBN will reduce the risk of ordering incorrect goods. This is especially important for technical parts that are required to meet exact specifications.

**Cost centre**

The cost centre is the source of funds for the purchase. It is a question for the individual business units to answer as they are responsible for deciding how to spend their own funds.

**Price**

Please take care to identify whether the cost includes GST and delivery charges as these items can significantly affect the total cost of the purchase.

**Compliance**

The final portion of the form deals with any additional information or instructions for the purchase as well as addressing specific policies that applies to purchases in addition to the Purchasing and Procurement Policy.

**Assets**

Higher value goods and goods with an extended useful life are considered assets. All assets must be recorded within the individual business unit on the UoW asset register. This applies to all purchases made by the University and extends to purchases made from off shore teaching accounts and consultancy accounts.