

Purchasing Policy



Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Purchasing Policy
Brief Description	This Policy sets out the broad requirements of Griffith College with respect to all purchasing activities.
Responsibility	Director, Finance and Business Systems
Initial Issue Date	21/06/2006
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
08/02/2016	3	Policy changes prior to December 2019 are found on H drive.	Director, Finance and Business Systems

Related Documents

Name	Location
Fixed Asset Acquisition Policy	Policy HUB
Delegations of Authority Policy	Policy HUB
New Supplier Information Request	PDF

Contents

1	Purpose and Scope	3
1.1	Introduction	3
1.2	Purpose	3
1.3	Scope	3
2	Policy Statement.....	3
2.1	I Procurement	3
2.2	Approval	3
2.3	Fixed Assets.....	3

1 Purpose and Scope

1.1 Introduction

This Purchasing Policy sets out the broad requirements of Griffith College with respect to all purchasing activities

1.2 Purpose

The purpose of this Policy is to provide an overview of the purchasing procedures at Griffith College.

1.3 Scope

This Policy has been prepared in accordance with Griffith College's [Fixed Asset Acquisition Policy](#) and [Delegations of Authority Policy](#)

2 Policy Statement

It is the intention that purchase orders are raised for all purchases with the exception of royalty payments, commission payments, subcontracted lecturing services and items where a Contract of Service is in place (e.g. internet provider).

Purchase orders should be raised and provided to the supplier prior to the ordering of the goods

2.1 Procurement

All purchase orders are to be raised using the I Procurement Module in the Oracle Financial System.

Where the supplier does not exist in Oracle a [New Supplier Information Request](#) must be completed and supplied to finance.

A complete list of staff with have access to the I procurement Module is attached.

In accordance with the [Delegations of Authority Policy](#) access to the Oracle I Procurement module is obtained by completing the attached Oracle Access Request and having this approved by the Director, Finance and Business Systems

2.2 Approval

Purchase Orders should be approved in accordance with the [Delegations of Authority Policy](#).

2.3 Fixed Assets

Purchases of Fixed Assets should be made in accordance with the [Fixed Asset Acquisition Policy](#).