Procurement Procedure Summary – FOSH Technical Services To be used in conjunction with *Technical Services Procurement Guide* and CSU finance procedures

	CONSUMABLE	CAPITAL	MINOR EQUIPMENT	SERVICE & MAINTENANCE
QUOTE	 Obtain written quote/s, or contact supplier for cost 	 Obtain written quote/s for capital item and any ongoing costs Complete annual equipment request form, available (September until early December) Contact your manager/school office if urgent 	 Obtain written quote/s for minor item and any ongoing costs Complete annual equipment request form available (September until early December) Contact your manager/school office if urgent 	Obtain written quote/s
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APPROVAL	 Unimarket - no written approval necessary from your manager (unless relevant school has advised otherwise) Purchase card - request approval from your manager (not to be used for hazardous chemicals/biological materials etc) Research/HDR/Honours, see <i>Technical</i> <i>Services Procurement Guide</i> 	 Equipment requests are reviewed and prioritised by schools FOSH considers the requests and approves/declines purchases Technical teams are notified in writing of equipment approved to purchase 	 Equipment requests are reviewed and prioritised by schools FOSH considers the requests and approves/declines purchases Technical teams are notified in writing of equipment approved to purchase 	 Unexpected maintenance - written approval required, see <i>Technical</i> <i>Services Procurement Guide</i> for full details. Purchase card use requires approval from budget manager. If service is regular and listed on Technical services spreadsheet, no further written approval required
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LEGAL	 Legal Services review should not be required 	 Contact Legal Services if financial impact is over \$100,000, or is assessed as having a higher risk 	Legal Services review should not be required	 Contact Legal Services if agreement value or financial impact is over \$100,000, or if the agreement is assessed as having a higher risk
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REQUISITION & PURCHASE ORDER	Raise a requisition in Unimarket, add appropriate FOAP codes, attach quote/s and approvals etc as appropriate, complete justification. Assign requisition (All information explaining how to do this is found in <i>Technical Services Procurement Guide</i>) The buyer will check the requisition is completed correctly and will release it to the manager of the FOAP budget to approve. Once approved, an email will be sent to you and			
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RECEIVING & INVOICES	Receive orders in Unimarket as soon as they are delivered to you. If you receive an invoice (either with a delivery or via email), email to <u>invoices@csu.unimarket.com.au</u> with PU number only as the subject, 1 invoice (All information explaining how to do this is found in <i>Technical Services Procurement Guide</i>)			PU number only as the subject, 1 invoice a es <i>Procurement Guide</i>)
	Receiving items and checking	g for missing invoices (not added to Unimarket w	vithin the month following receiving) are the res	ponsibility of the requester/browser. Regul
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HOUSEKEEPING	Once a month, Unimarket requesters/browsers should check for 'goods received, no invoice' (GRNI), outstanding receiving, and outstandin (All information explaining how to do this is found in <i>Technical Services Procurement Guide</i>) Unimarket buyers should also be checking GRNI, outstanding receiving and outstanding orders as a verification step for any housekeeping a browse			



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