

University Procurement Thresholds - October 2007

Procurement level	Summary	Explanation
Preferred Suppliers		The University has a range of preferred supplier arrangements. Purchases can be made from suppliers on those panels, without the need for further quotations/ tender processes as outlined below. http://info.anu.edu.au/fbs/Business_Functions/Purchasing_and_Contracts_Office/Contract_Status_List.asp If purchasing a significant quantity of goods you may wish to do a BAFO (best and final offer) quote from a preferred supplier to advantage of any current specials etc.
Minor procurement	Up to \$5000	One quote if appropriate.
Intermediate procurement	\$5000 to \$50,000	Minimum of 2 written quotes (copies to be kept, eg with Accounts Payable doco).
	\$50,000 - \$150,000	Minimum of 3 written quotes & ANU Purchase Order (produced from ESP Financials) required.
Major Procurement	Greater than \$150,000	Tender process required (EOI/ RFP/RFT) * Purchase order required (must be through ESP Financials). * 'value' threshold is calculated to be the whole of the 'order/ contract' not item / line based. * Exemption for not going to tender, greater than \$150,000 requires a submission through your local delegate to Director, Planning and Policy. See detailed procedures at: http://info.anu.edu.au/fbs/Business_Functions/Purchasing_and_Contracts_Office/Quick_Reference_Guide * Purchases from preferred supplier/ panel arrangements don't require a tender process. Recommend comparative quotes be obtained from all panel members.
	Greater than \$20m *	A full risk assessment must be undertaken and consideration give to appointing an independent probity advisor - http://policies.anu.edu.au/policies/probity_plan/policy
NOTES		
Payment Method	Purchase Card / EFT	Purchase card is preferred for small \$ purchases. It is also highly recommended for used with other transactions providing the appropriate quotations and or processes outlined above have been followed.
	Ordering online & electronic invoice/	Some preferred supplier arrangements (Corporate Express/ Caltex/ Mailroom) default to electronic invoices and payment centrally with charges disbursed.
	Electronic funds transfer	Electronic funds transfer (or foreign currency draft/ TT) through the ANU accounts payable system.
Payment in Advance		Some purchasing transaction require payment in advance or prior to the build/ delivery of goods or equipment. All advance payments, greater than \$10,000 must be subject to an ANU purchase order raised through ESP Financials.

* Added in April 2008, Reformatted in Dec 2008