

Procurement

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1.0 Purpose

This Procedure operationalises the University's Procurement Policy by establishing a consistent, effective and sustainable approach to procurement. It forms part of the broader Procurement Framework and sets out the minimum requirements to ensure procurement activities deliver value for money, are conducted ethically and transparently, and are proportionate to value, risk and complexity.

2.0 Scope

This Procedure applies to all staff involved in procurement activities on behalf of the University and to all procurement activities authorised or conducted by, or for, the University, regardless of funding source, unless expressly excluded by a funding or grant agreement or associated procedure.

This Procedure does not apply to:

- Real estate/property transactions (e.g., acquisition, disposal, leasing land or existing buildings).
- Arrangements or transactions typically classified as grants, where value is not exchanged on a commercial basis.
- Financial investments, loans and guarantees.
- Employment contracts.

- Travel and accommodation bookings.

3.0 Procedure

3.1 Procurement principles

Consistent with the Queensland Procurement Policy, the University is committed to the procurement principles set out in the **Procurement Principles Guide**.

Staff involved in procurement activities **must** apply these principles when planning, sourcing, approving, purchasing, paying for and managing goods, services and works.

3.2 Probity and ethical conduct

Probity means conducting procurement activities in a way that is fair, transparent, accountable and defensible. It applies across the procurement lifecycle, from planning and supplier engagement through to evaluation, negotiation, award, purchasing and payment, contract management and contract close-out.

Staff involved in procurement activities **must** manage probity risks, protect the integrity of procurement decisions and ensure suppliers are treated consistently and impartially.

Staff involved in procurement activities **must** comply with the probity and ethical conduct requirements set out in the **Probity and Ethical Conduct Guide**.

Where a procurement activity is high value, high risk, complex, sensitive or likely to attract public or supplier scrutiny, Strategic Procurement and Supply **may** recommend use of a probity advisor or additional probity controls.

3.3 Forward planning and category management

3.3.1 Forward planning

Strategic Procurement and Supply will engage with Business Units to understand and consolidate procurement requirements, inform category planning and identify potential future procurement activities. These requirements will be used to develop and maintain the University's forward procurement pipeline, which will inform the University's **Agency Procurement Plan**, and support a category management approach where appropriate.

Strategic Procurement and Supply is responsible for coordinating and sharing the forward procurement pipeline with Queensland Government Procurement in accordance with the Queensland Government Procurement reporting requirements.

3.3.2 Category management

Category management involves grouping goods and services that share similar characteristics or come from similar supply markets. This allows areas of spend to be managed as a category, helping to minimise cost and risk, improve planning, and deliver procurement outcomes aligned to Griffith's strategic objectives and goals. Example categories include facilities maintenance, laboratory and research equipment and supplies, professional services, travel, stationery, and information, communications and technology.

Category Managers are responsible for developing and reviewing category plans, informed by Business Unit input and relevant procurement pipeline information. Strategic Procurement and Supply will collaborate with key stakeholders to implement a category management approach where required.

Where a sourcing activity is identified through a category plan, the sourcing activity **must** be undertaken in accordance with the applicable sourcing process and the **Procurement Thresholds**.

3.4 Engaging Strategic Procurement and Supply

Strategic Procurement and Supply **must** be engaged early for procurement activities that meet the engagement requirements outlined in the table below. The level of involvement will depend on the value, risk, complexity and significance of the procurement activity.

WHEN TO ENGAGE	ROLE	WHAT THIS MEANS
Procurements below \$450,000 (AUD excluding GST) where the risk assessment outcome is high or very high, or the procurement is complex, sensitive or likely to attract scrutiny.	As determined by Strategic Procurement and Supply.	Strategic Procurement and Supply will determine the appropriate level of support, which may include advice, review, assurance or leading the sourcing activity.
Procurements with a total cost of \$450,000 (AUD excluding GST) or more.	Sourcing Advisor.	The Business Unit remains responsible for leading the sourcing activity and preparing the required procurement documentation, with advice, review and assurance provided by Strategic Procurement and Supply.
Significant procurements, unless otherwise agreed by Strategic Procurement and Supply.	Sourcing Lead.	Strategic Procurement and Supply leads the sourcing process in consultation with the Business Unit, including preparing key sourcing documents and managing the process through to recommendation and approval.

The responsibilities of Strategic Procurement and Supply when acting in the capacity of **Sourcing Advisor** or **Sourcing Lead** are outlined in **Sourcing and Contract Management Roles and Responsibilities Guide**.

3.5 Procurement thresholds and exemptions

3.5.1 Procurement thresholds

Procurement thresholds determine the minimum sourcing, documentation, due diligence, approval and governance requirements that apply to a procurement activity, including when Strategic Procurement and Supply **must** be engaged.

Thresholds are based on the estimated total cost of the procurement. The total cost **must** include the full value of the purchase, contract or supply arrangement over its whole term, including extension options and any reasonably foreseeable costs.

Risk, complexity and the nature of the procurement **must** also be considered to determine whether additional planning, due diligence, approval or probity controls are required.

Procurements **must not** be split, staged or structured to avoid the applicable procurement threshold, approval requirement or sourcing process.

The procurement thresholds are maintained in the **Procurement Thresholds and Delegations Schedule**.

Procurement thresholds do not apply when sourcing from an existing supply arrangement unless the arrangement specifies otherwise. Existing supply arrangements **must** be used in accordance with section 3.10 Use of existing contracts and supply arrangements.

3.5.2 Exemptions from a competitive procurement process

Exemptions from a competitive procurement process **may** be applied for procurement activities that meet the specified circumstances outlined in the **Permitted Exemptions from a Competitive Procurement Process Guide**.

An exemption does not remove the requirement to demonstrate value for money, obtain appropriate approvals, manage risk or maintain procurement records.

Exemptions **must** be approved by an authorised delegate.

3.6 Delegations

3.6.1 Procurement delegations

The procurement delegations are specified in the **Procurement Thresholds and Delegations Schedule**. These delegations define the roles that are authorised to endorse and approve key procurement documents for procurements with a total cost of \$450,000 (AUD excluding GST) or more.

Key documents requiring formal approval from an authorised delegate include:

- Category Management Plans.
- Sourcing and Evaluation Plans.
- Sourcing Award Recommendations.
- Contract Management Plans.

3.6.2 Financial and signing sub-delegations

The financial and signing sub-delegations are specified in the University's **Delegations Register**. These delegations include authority to:

- approve purchasing and payment transactions (includes exemption approval for procurements with a total cost up to \$450,000 (AUD excluding GST))
- approve and execute contracts, contract variations, contract extensions and contract renewals.

3.7 Roles and responsibilities

The roles and responsibilities specific to this procedure are outlined in **Sourcing and Contract Management Roles and Responsibilities Guide**.

3.8 Obtaining quotations

Business Units are responsible for obtaining quotes for procurements below \$450,000 (AUD excluding GST) where the requirement is not available through Griffith Marketplace, an existing University contract or supply arrangement, or an accessible Whole-of-Government or other authorised supply arrangement.

Procurement activities **must** comply with the minimum quote, documentation, due diligence, approval and recordkeeping requirements specified in the **Procurement Thresholds and Delegations Schedule**, unless an exemption is approved by an authorised delegate (refer **Permitted Exemptions from a Competitive Procurement Process Guide**).

Purchasing Delegates **must** assess the total cost, risk, complexity and nature of the procurement before inviting quotes. This includes confirming the requirement, estimated total cost, funding source, budget availability, applicable threshold, required number of quotes, risk rating, due diligence requirements, evaluation approach and any need to engage Strategic Procurement and Supply.

Purchasing Delegates **must** follow the University's **Obtaining quotes for purchases under \$450,000 process (Promapp)** and use approved templates, tools and systems unless otherwise approved by Strategic Procurement and Supply.

Before engaging the supplier or committing University funds, the Purchasing Delegate **must** ensure:

- quotes have been invited, received and evaluated in accordance with the Procurement Thresholds
- applicable due diligence checks, including ethical supplier checks and international engagement checks where required, have been completed
- any conflicts of interest have been declared and appropriately managed
- the preferred quote represents value for money
- the required approval has been obtained from an authorised delegate
- the appropriate purchasing and payment channel is used
- all required quotes, approvals and supporting documentation are retained with the purchase transaction.

3.9 Strategic procurement

Strategic Procurement and Supply **must** be engaged at the planning stage for all procurements with a total cost of \$450,000 (AUD excluding GST) or more, and for procurements that are high risk, very high risk, complex, sensitive or likely to attract scrutiny.

Business Units **must not** approach the market, invite tenders or commit University funds for these procurements until the sourcing approach has been agreed with Strategic Procurement and Supply.

Strategic Procurement and Supply's role as Sourcing Advisor or Sourcing Lead is determined in accordance with section 3.4 Engaging Strategic Procurement and Supply.

Strategic procurements **must** follow the University's **Strategic Sourcing process (Promapp)** and use approved templates and systems unless otherwise approved by Strategic Procurement and Supply.

Business Units remain responsible for defining the business need, providing subject matter expertise, participating in evaluation activities where required, supporting approvals, and undertaking contract establishment and contract management responsibilities.

3.10 Use of existing contracts and supply arrangements

Existing University contracts and supply arrangements, and relevant Whole-of-Government common-use supply arrangements, **must** be used where they are available, meet the procurement requirement and the University is authorised to access them.

Where a Whole-of-Government common-use supply arrangement is available, it **must** be used unless an existing University contract or supply arrangement is to be used or an approved exemption applies. Permitted exemptions include where:

- the delivery area is regional or remote and there are no capable and competitive local suppliers available through the arrangement; or
- the procurement directly supports relevant government objectives, targets or commitments outlined in the University's **Agency Procurement Plan** and those objectives cannot reasonably be met through the arrangement.

Exemptions from using a Whole-of-Government common-use supply arrangement **must** be documented and approved by an authorised delegate.

Other authorised arrangements, such as CAUDIT, LocalBuy or other collaborative or sector-based arrangements, **may** be used where they meet the procurement requirement and the University is authorised to access them.

All contracts and supply arrangements **must** be used in accordance with their terms, conditions and supplier selection rules, including any quotation, approval, documentation or reporting requirements.

Strategic Procurement and Supply **should** be engaged for advice on arrangement access, applicability, supplier selection rules, quotation requirements and whether an exemption **may** be appropriate.

3.11 Contract management

Contract management **must** be considered from the sourcing stage and continue throughout the contract term to ensure contract requirements, performance measures, risks, reporting obligations, responsibilities, supplier performance, value for money and compliance obligations are planned, monitored and managed.

The level of contract management activity varies depending on contract value, complexity, risk and the nature of the goods, services or works.

All contracts **must** be registered in the approved contract management system and assigned to an appropriate Contract Owner and Contract Manager. Contract management activities **must** be undertaken in accordance with the Contract Management Procedure.

3.12 Purchasing and payments

3.12.1 Core purchasing and payment controls

All purchases **must** be approved by an authorised delegate before a commitment is made to a supplier.

The Purchasing Delegate **must** use an approved purchasing and payment channel for the transaction, supported by sufficient documentation to demonstrate compliance with this Procedure. Approved purchasing and payment channels include:

- Griffith Marketplace
- Purchase order
- University credit card
- Ezipay
- Payment request
- Reimbursement

Purchasing and payment transactions **must not** be split, staged or processed in a manner to avoid the use of the appropriate purchasing and payment channel, approvals or controls.

3.12.2 Griffith Marketplace

Griffith Marketplace is the University's preferred online catalogue portal for purchasing goods from suppliers with pre-approved pricing across a range of purchasing categories.

Where the required goods are available through Griffith Marketplace and meet the procurement requirement, Griffith Marketplace **should** be used to purchase the goods.

Where the required goods are not available through Griffith Marketplace, or the Marketplace option does not meet the procurement requirement, the Purchasing Delegate **must** undertake a

procurement process and use an appropriate purchasing and payment channel in accordance with this Procedure.

Griffith Marketplace webpage provides more information about the appropriate use of this purchasing and payment channel.

3.12.3 Purchase orders

Purchase orders are a key financial and compliance control used to confirm approval before University funds are committed and to support accurate receipting, invoicing and recordkeeping.

Where a purchase order is required, a purchase request **must** be raised in the finance system and approved before the supplier is engaged, goods or services are delivered, an invoice is received, or University funds are otherwise committed. Supporting documentation **must** be attached to the purchase request.

For multi-year contracts or supply arrangements, the purchase request **must** reflect the approved whole-of-term commitment, rather than being raised separately each year to manage an existing contractual obligation. Where appropriate, the purchase request **should** include separate lines for each contract year or pricing period to support budget management, receipting and invoicing.

Where future year pricing is subject to an approved indexation or price review mechanism, such as CPI, the purchase request **should** be raised using the best available estimate for the full contract term and the subsequent purchase order updated when the approved price adjustment is confirmed. Any adjustment **must** be consistent with the contract terms, supported by evidence of the calculation, within approved budget and delegations, and processed as a purchase order variation before additional expenditure is committed.

Purchase order webpage provides more information about the appropriate use of this purchasing and payment channel.

3.12.3.1 Variations to purchase orders

Purchase orders **must** be updated or varied where required to reflect approved changes to scope, value, timing, supplier details, deliverables or contract terms. Variations **must** be reviewed, supported by appropriate documentation and approved by an authorised delegate before any additional commitment is made.

Purchase order variations **must not** be used to avoid procurement thresholds, quotation requirements, approval requirements or contract variation requirements. Where a variation changes the nature of the requirement, materially increases the total value, extends the term, or may affect the original sourcing decision, the Purchasing Delegate **must** seek advice from Strategic Procurement and Supply before proceeding.

3.12.4 University credit card

University credit cards are the preferred method for purchasing low-value goods and services for University-related expenses where the purchase cannot be made through a University-preferred source or approved purchasing channel, such as **Griffith Marketplace**, **Griffith Travel** or **Software Asset Management Services**.

Credit cards **must** only be used for approved University business purposes, within approved card limits and in accordance with the University's credit card requirements.

Cardholders **must** retain appropriate documentation to support the transaction and ensure credit card transactions are reconciled, reviewed and approved in accordance with the University's credit card and expenditure requirements.

Credit card webpage provides more information about the appropriate use of this purchasing and payment channel.

3.12.5 Ezipay

Ezipay **may** be used for ad hoc or infrequent domestic supplier invoices up to \$2,000 (including GST) where a University credit card cannot be used.

Ezipay **must not** be used where:

- goods can be or have been purchased through Griffith Marketplace
- a purchase order is required, or a purchase order has already been issued
- a University credit card can be used
- the supplier exists in the finance system (PeopleSoft) and the supplier record is still active.

Ezipay transactions **must** be supported by a valid tax invoice.

Ezipay webpage provides more information about the appropriate use of this purchasing and payment channel.

3.12.6 Payment request

A payment request **may** be used for expenditure types which do not require a purchase order, including:

- utility bills
- memberships and subscriptions
- conferences
- third-party research payments.

A payment request **may** also be used to pay for ad hoc or infrequent purchases with domestic supplier invoices where the total cost is greater than the Ezipay threshold but less than \$5,000 (AUD excluding GST).

A payment request **must not** be used where:

- goods can be or have been purchased through Griffith Marketplace
- a purchase order is required, or a purchase order has already been issued
- a University credit card can be used.

Payment requests **must** be supported by a valid tax invoice.

Payment request webpage provides more information about the appropriate use of this purchasing and payment channel.

3.12.7 Reimbursement

Reimbursement **may** be used where staff have personally incurred a pre-approved University-related expense and it was not reasonable or practical to use an approved purchasing or payment channel at the time of purchase.

Reimbursement **must not** be used to bypass procurement requirements outlined in this Procedure, preferred purchasing and payment channels, approval requirements and controls.

Claims for reimbursement **must** be supported by evidence of payment such as a valid tax invoice or receipt.

Refunds and reimbursements webpage provides more information about the appropriate use of this purchasing and payment channel.

3.12.8 Receiving goods and services

Before approving payment, the Purchasing Delegate **must** confirm that the goods, services or works have been received, delivered or completed in accordance with the purchase order, contract or agreed requirements.

Where goods or services are incomplete, not delivered as expected or do not meet the agreed requirements, payment **must not** be approved until the issue has been appropriately resolved or an authorised delegate has agreed the payment outcome.

3.12.9 Invoices and payment

Invoices **must** relate to goods or services that have been appropriately procured, approved and received in accordance with this Procedure.

A valid invoice **must** include the information required by the University to process payment, including the supplier's legal entity details, ABN where applicable, invoice number, invoice date, GST status, description of goods or services, period of supply where relevant, amount payable, remittance details, and the applicable purchase order number or approved payment reference where required.

Before payment is approved, the Purchasing Delegate **must** confirm that the invoice is accurate, consistent with the purchase order, quote or contract, and supported by evidence that the goods or services have been received or completed.

The University's payment terms are 30 days from receipt of a valid invoice, unless different payment terms are agreed in the purchase order or contract.

Shorter payment terms **may** be considered for Queensland local suppliers, small and family businesses, Aboriginal and Torres Strait Islander businesses and social enterprises subject to approval by an authorised delegate.

Incorrect, incomplete, duplicate, disputed or inconsistent invoices **must** be placed on hold and resolved with the supplier before payment is approved.

3.13 Purposeful procurement

The University applies a purposeful procurement approach consistent with Queensland Government procurement priorities and the University's sustainability objectives, including the United Nations Sustainable Development Goals.

Procurement activities **must** consider relevant economic, environmental, social and governance outcomes in a way that is proportionate to the total cost, risk, complexity and nature of the procurement. These considerations form part of value for money and **must** be assessed alongside cost, supplier capability, capacity, experience, delivery, after-sales service and support, risk and whole-of-life value.

Where relevant, procurement activities **must** consider opportunities to support purposeful procurement outcomes, including:

- local benefits, including local workforces, local suppliers and local supply chains
- local manufacturing, regional development and community benefit
- increased participation by small and family businesses, medium enterprises, Aboriginal and Torres Strait Islander businesses, social enterprises and female-owned businesses
- improved environmental outcomes, including waste reduction, circular economy outcomes and use of locally recycled materials

- employment, training and workforce development outcomes, including apprenticeships, traineeships and inclusive employment practices
- participation by suppliers that employ, support or provide transition pathways for veterans
- ethical, sustainable and responsible supply chains
- enduring community value, including impacts on communities and housing availability and affordability.

Flexible procurement techniques **should** be considered to pursue relevant purposeful procurement targets and commitments as outlined in the University's Agency Procurement Plan. This **may** include approaches such as set asides and limited offer methods. Where a flexible procurement technique is used, value for money **must** be assessed and documented, for example through research, benchmarking or other relevant assessments.

For significant procurements, purposeful procurement considerations **must** be incorporated into procurement planning and applied to purposeful procurement evaluation criterion. Where purposeful procurement evaluation criterion is not applied, the reason **must** be documented.

The practical application of purposeful procurement requirements is embedded in the following processes:

- **Obtaining quotes for purchases under \$450,000 process (Promapp)**
- **Strategic Sourcing process (Promapp)**

3.14 Engaging contractors and consultants

When engaging contractors or consultants, the Purchasing Delegate **must**:

- comply with the Engaging Contractors and Consultants Procedure
- undertake a procurement process in accordance with this Procedure.

This includes applying the relevant Procurement Thresholds and approval requirements, using existing contracts or supply arrangements where suitable, following the required sourcing process (i.e., obtaining quotations or strategic procurement process), using the approved purchasing and payment channel, and retaining records that support the engagement decision.

3.15 Emergency procurement

Emergency procurement **may** be used where goods, services or works are required urgently to respond to an unforeseen, unavoidable or critical situation and it is not reasonable or practical to undertake a competitive procurement process before the requirement is met.

Emergency procurement is a permitted exemption from a competitive procurement process where the circumstances meet the requirements of the **Permitted Exemptions from a Competitive Procurement Process Guide**.

Emergency procurement **must** be limited to the goods, services or works necessary to respond to the immediate situation. It **must not** be used to avoid procurement thresholds, procurement requirements, approval requirements or forward planning obligations.

Emergency procurement does not remove the requirement to demonstrate value for money, manage probity and ethical conduct, obtain approval from an authorised delegate, and retain appropriate procurement records. Where prior approval is not practical due to the urgency of the situation, retrospective approval and supporting documentation **must** be completed as soon as practicable.

Where an emergency purchase has been made before a purchase order or other approved purchasing and payment channel could be established, the Purchasing Delegate **must** complete the

required purchasing and payment process as soon as practicable under section 3.12 Purchasing and payments, including raising a retrospective purchase order where a purchase order would ordinarily have been required.

Strategic Procurement and Supply **must** be notified as soon as practicable where emergency procurement is undertaken, particularly where the total cost is \$450,000 (AUD excluding GST) or more, the procurement is high or very high risk, or an ongoing procurement arrangement may be required after the immediate emergency response.

3.16 Procurement using external, restricted or conditional funding

Procurement using external, restricted or conditional funding **must** comply with this Procedure, applicable delegations and any funding agreement, project agreement, grant agreement, contract or other funding conditions.

- Approval of a funding application, proposal, budget or project plan is not approval to commit funds or engage a supplier.
- Quotes obtained to support a funding application, proposal or budget may be indicative only or may be out of date before the funding is approved or released.
- When seeking indicative quotes, the Purchasing Delegate **should** make clear to suppliers that no contract will be awarded unless funding is approved and the University's procurement requirements have been met.

Once funding is approved or available, any purchase or supplier engagement **must** be assessed against the applicable procurement thresholds, sourcing requirements, approval requirements and purchasing channels before a commitment is made.

Where a funding agreement, project agreement, contract or other funding condition requires a particular supplier, equipment, purchasing method or other condition that differs from this Procedure, the Purchasing Delegate **must** seek advice from Strategic Procurement and Supply before proceeding.

If a funding condition conflicts with this Procedure, the conflict **must** be documented, and an exemption or alternative procurement strategy **must** be approved before the supplier is engaged or funds are committed.

3.17 Procurement in collaboration with external parties

Where an external party conducts procurement activities on behalf of the University, or using University funds under a governing agreement, the relevant University representative **must** ensure that the external party complies with the University's Procurement Policy and this Procedure.

3.18 Procurement assurance and training

Strategic Procurement and Supply will maintain procurement oversight, assurance and reporting mechanisms to monitor compliance, support effective controls, identify exceptions and inform continuous improvement across the procurement lifecycle.

Assurance activities **may** include internal assurance, external audits or reviews, exception reporting, compliance monitoring and targeted reviews of procurement records, sourcing activities, purchasing channels and contract management practices.

All staff **must** cooperate with assurance, audit and reporting activities by providing requested records, approvals and supporting evidence in a timely manner.

3.18.1 Assurance, audit and compliance monitoring

Strategic Procurement and Supply will undertake assurance activities to assess whether procurement requirements have been followed and whether sufficient evidence has been retained to support procurement decisions, purchase orders, supplier selection, approvals, due diligence and contract management activities.

Monitoring **may** include compliance with quotation requirements, ethical supplier checks, due diligence, local supplier and responsible procurement requirements, approved purchasing and payment channels, recordkeeping standards and exception management processes.

3.18.2 Reporting, exceptions and continuous improvement

Strategic Procurement and Supply is responsible for coordinating procurement reporting required under this Procedure, the Procurement Policy and applicable Queensland Government requirements, including reporting on procurement and contract management exceptions, control weaknesses and assurance outcomes.

Reporting **may** include Queensland Government Procurement reporting, contract disclosure reporting, forward procurement pipeline or agency procurement plan reporting, progress against ethical, social and environmental commitments, procurement exceptions, non-compliance and assurance trends.

Where assurance, audit or reporting identifies exceptions, non-compliance, control weaknesses or recurring issues, agreed remediation actions **must** be assigned, tracked and monitored through to completion.

Trends and systemic issues **must** be analysed to inform governance oversight, training and communication needs, updates to procurement processes, templates and guidance, and improvements to system controls and reporting.

3.18.3 Procurement training

Staff involved in procurement activities **must** have the appropriate knowledge, capability and support to undertake their responsibilities.

Strategic Procurement and Supply will maintain procurement guidance, templates and training resources to support staff. Staff who undertake procurement-related responsibilities **must** complete training appropriate to their role before commencing those responsibilities. This includes staff who conduct sourcing activities, approve purchases, manage contracts, manage supplier performance or perform other procurement-related activities.

Where assurance activities, audit findings or recurring non-compliance indicate a capability gap, Strategic Procurement and Supply **may** recommend targeted training, guidance updates or additional support for the relevant Business Unit, staff group or individual staff members.

3.18.4 Complaints management

Complaints **must** be managed in accordance with the University's **complaints process**.

3.18.5 Feedback

Staff **may** provide feedback or recommendations for improvement about this Procedure and related procurement processes to Strategic Procurement and Supply using the Procurement Process Feedback Form. Feedback will be considered by Strategic Procurement and Supply as part of ongoing procedure review, process improvement and updates to supporting guidance, templates and systems.

4.0 Definitions

Refer to the [Glossary of Procurement Definitions](#).

5.0 Information

Title	Procurement Procedure
Document number	2026/0001112
Purpose	This Procedure operationalises the University's Procurement Policy by establishing a consistent, effective and sustainable approach to procurement. It forms part of the broader Procurement Framework and sets out the minimum requirements to ensure procurement activities deliver value for money, are conducted ethically and transparently, and are proportionate to value, risk and complexity.
Audience	Staff
Category	Operational
Subcategory	Finance
UN Sustainable Development Goals (SDGs)	<p>This document aligns with Sustainable Development Goals:</p> <ul style="list-style-type: none"> 8: Decent Work and Economic Growth 12: Responsible Consumption and Production 14: Life Below Water 15: Life on Land
Approval date	8 October 2026
Effective date	12 October 2026
Review date	2029
Policy advisor	Head of Strategic Procurement and Supply
Approving authority	Chief Financial Officer

6.0 Related Policy Documents and Supporting Documents

Legislation

Child Safe Organisations Act 2024 (Qld)

Disability Discrimination Act 1992

Financial Accountability Act 2009 (Qld)

Financial Accountability Regulation 2019

Financial and Performance Management Standard 2019

Griffith University Act 1998

Human Rights Act 2019 (Qld)

Information Privacy Act 2009 (Qld)

Modern Slavery Act 2018

Privacy Act 1988

Work Health and Safety Act 2011 (Qld)

All other legislation applicable to the nature of the goods and services being provided.

Policy

Procurement Policy

Queensland Procurement Policy

Queensland Government Supplier Code of Conduct

Queensland Government's Procurement Assurance Model Framework

Assets Management Policy

Child Safety and Wellbeing Policy

Code of Conduct

Conflict of Interest Policy

Delegations Policy

Environmental Sustainability Policy

Fraud and Corruption Control Policy

Gender-based Violence and Sexual Harm Prevention and Response Policy

Gifts and Benefits Policy

Health, Safety and Wellbeing Policy

Hospitality and Entertainment Policy

Information Management Policy

Modern Slavery Policy

Public Interest Disclosure Policy

Risk and Resilience Management Policy

Travel Policy

Refer to the [Policy Library](#) for other policies that may be applicable to the nature of the goods and services being provided.

Procedures

Procedures:

[Contract Management Procedure](#)

[Engaging Contractors and Consultants Procedure](#)

[Modern Slavery Supplier Assessment and Risk Management Procedure](#)

[Procurement Thresholds and Delegations Schedule](#)

[Delegations Register](#)

Process maps:

[Obtaining quotes for purchases under \\$450,000 process \(Promapp\)](#)

[Strategic Sourcing process \(Promapp\)](#)

Guidelines:

[Procurement Principles Guide](#)

[Probity and Ethical Conduct Guide](#)

[University Expenditure Guidelines](#)

[Permitted Exemptions from a Competitive Procurement Process Guide](#)

[Sourcing and Contract Management Roles and Responsibilities Guide](#)

Weblinks:

[Griffith Marketplace webpage](#)

[Purchase order webpage](#)

[Griffith Travel](#)

[Software Asset Management Services](#)

[Credit card webpage](#)

[Ezipay webpage](#)

[Payment request webpage](#)

[Refunds and reimbursements webpage](#)

[complaints process](#)

Local Protocol

Not applicable.

Forms

[Purchasing support request](#)

[Procurement advice request](#)

[Procurement engagement request](#)

[Procurement report and training request](#)

Procurement system support request

Procurement process feedback

Quote templates and other resources are accessible on the [Obtaining quotes webpage](#).

Tender templates and other resources are provided by Strategic Procurement and Supply once a Procurement engagement request has been received.
