

## Policy and Procedure Register updates

Summary of changes to:

### Purchasing and procurement procedure

#### 1. Reason for new/updated policy or procedure

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Change of policy/procedure requirements | <input type="checkbox"/> Audit/review recommendation                   |
| <input checked="" type="checkbox"/> Change to legislation/delegations       | <input type="checkbox"/> Due for review <input type="checkbox"/> Other |

The *Purchasing and procurement procedure* has been updated to reflect increases to purchasing delegations, effective January 2026. The increased purchasing delegations aim to simplify and enhance purchasing efficiency in schools and workplaces. These updates are part of a broader red tape reduction initiative, designed to simplify purchasing procedures while maintaining compliance with the department's policies and the Queensland Procurement Policy.

#### 2. Summary of changes

Key updates include:

##### 1. Increased purchasing delegation limits:

- The Low Value Purchasing Delegation has automatically increased from \$5,000 to \$10,000 (ex GST) for staff with current training. This aligns with the new Corporate Card limits of \$10,000 per transaction and \$20,000 per month.
- The Intermediate Purchasing Delegation has increased from \$100,000 to \$250,000 (ex GST), allowing staff to manage higher-value purchases directly. Staff trained prior to 2026, must complete the *Bridging the intermediate gap* short course via the EFI Catalogue to access this delegation.

##### 2. Operational considerations:

- Financial systems, including SAP and OneSchool Finance, will be updated to reflect the delegation increases during 2026, with timeframes to be confirmed. Delegates will be notified once these systems have been updated.
- Current intermediate purchasing delegates are advised to wait for notification confirming the update of financial systems, including SAP and OneSchool Finance, before submitting their Bridging certificates for the increased \$250,000 (ex GST) delegation.
- Until financial systems are updated, purchases exceeding \$100,000 (ex GST) must still go through Corporate Procurement, which may temporarily impact workflows.
- The automatic increase to the low value purchasing delegation, or the Bridging course certification, will not extend the expiry date of the original training. Training must still be completed every three years to maintain purchasing delegation certification.

##### 3. Building, construction and maintenance:

- Clarification that building, construction and maintenance activities require specific purchasing and procurement processes due to their complexity. This ensures procurement aligns with the Queensland Government's Building Policy Framework to streamline project delivery.

### 3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? ☒ Yes ☐ No

If yes, select the type of change:

☒ Revised responsibilities ☐ New/additional responsibilities ☐ Removed responsibilities

Position title	Summary of change	Page#
Low value purchasing delegate	Purchasing Delegation has automatically increased from \$5,000 to \$10,000 (ex GST) for staff with current training.	3
Intermediate purchasing delegate	<p>Purchasing Delegation has increased from \$100,000 to \$250,000 (ex GST), allowing staff to manage higher-value purchases directly. Staff trained prior to 2026, must complete the Bridging the Intermediate Gap short course via the EFI Catalogue to access this delegation.</p> <p><b>Note:</b> Current intermediate purchasing delegates are advised to wait for notification confirming the update of financial systems, including SAP and OneSchool Finance, before submitting their Bridging certificates for the increased \$250,000 (ex GST) delegation.</p>	3

### 4. Communication and support for implementation

To support the implementation of the updated *Purchasing and procurement procedure* (version 11.1), the following communications, support, and training initiatives have been planned:

#### 1. Communications:

- Updates have been shared via OnePortal News and the [OnePortal Purchasing and procurement page](#) to ensure staff and stakeholders are informed of the changes.
- Notifications will be sent to purchasing delegates regarding system updates and training requirements.

#### 2. Training:

- Low Value and Intermediate Purchasing Training courses are available via the EFI Catalogue to ensure staff are equipped to manage the new delegation limits.
- The *Bridging the intermediate gap* short course is available for delegates who completed the \$100,000 ex GST Intermediate Purchasing Training prior to 2026. This course is mandatory to access the increased \$250,000 ex GST delegation.

#### 3. Support:

- Procurement Services will provide ongoing guidance to staff during the transition period.
- Delegates will receive direct communication and instructions on submitting training certificates once financial systems are updated to reflect the new delegation limits

#### For further assistance, please contact:

Procurement Capability

1300 366 612 (Teleprompt 1)

Email: [procurement.capability@qed.qld.gov.au](mailto:procurement.capability@qed.qld.gov.au)

Policy/procedure effective: Date 19/01/2026, Version 11.1