

Lite purchasing (\$10,001-\$20,000 ex GST)

1 2 Plan and Source

3 Evaluate

4 5 Award and Manage

A purchasing delegate **must** conduct or oversee any purchases. Contact your local purchasing delegate for support and assistance.

- Determine requirements (specification) of products or services to be purchased.
 - Confirm permission and budget availability with [financial delegate](#) (written or verbal).
 - Check if a mandatory or suitable [supply arrangement](#) (SOA) is available.
 - Conduct [market research](#) to identify suppliers, considering local, Aboriginal or Torres Strait Islander businesses.
 - Complete a [purchasing exemption](#) (if required).
 - Using the [request for quote - Lite](#) (mandatory), seek:
 - at least [2 written quotes](#)
 - OR**
 - at least 1 written quote from an Aboriginal or Torres Strait Islander business.
 - Ensure [conflicts of interest](#) relating to purchasing are disclosed.
 - Review [supplier's terms and conditions](#) (if applicable).
- Enlist a minimum [2 evaluators](#).
 - Complete [record of evaluation – Lite](#) (mandatory).
 - Obtain purchasing delegate approval.
- Obtain financial delegate approval.
 - Determine most appropriate [contract management approach](#).
 - Establish [ordering and payment method](#) e.g. purchase order.
 - Accept quote and issue purchase order (if applicable).
 - Notify [unsuccessful suppliers](#) and offer feedback.
 - Manage deliverables, [receipt goods and services](#).
 - Make payment.
 - [Retain documentation](#) in accordance with departmental requirements.
- If purchasing from a supply arrangement, refer to supply arrangement workflow.