Purchasing options

Process Purchasing process Purchase value ex GST **<\$500,000** SOA Supply arrangement available **Contact Procurement Services** >\$500,000 **<\$10,000** Simple \$10,001 - \$20,000 Lite Supply Arrangement not available Intermediate - Minimum quote requirements High-value >250,001 **Contact Procurement Services**

Genuine urgency situations

Realised or high probability of a health, safety, or security risk which must be rectified within a very limited timeframe.

- Identify genuine urgency.
- Seek approval from relevant delegate.
- If time permits, check if a supply arrangement is available.
- Source requirements.
- Complete a purchasing exemption.

Procurement Services

For purchasing assistance contact **1300 366 612** and choose the following category teleprompt options:

- 2 Information, communications & technology
- 3 Building construction and maintenance
- 4 General goods & services

