

## Simple purchasing (\$0-\$10,000 ex GST)

### 1 2 3 Plan, Source and Evaluate

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).
- Contact local purchasing delegate for support and assistance.
- 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.
- Source minimum 1 quote (online, written or verbal) and enlist minimum 1 [evaluator](#).
- Ensure [conflicts of interest](#) relating to purchasing are disclosed.
- Review [supplier's terms and conditions](#) (if applicable).

### 4 5 Award and Manage

- Determine most appropriate [contract management approach](#).
- Accept quote, raise and issue a [purchase order](#) (if required) and place order.
- Manage deliverables and [receipt goods and services](#).
- Make payment following the [ordering and payment matrix](#).
- [Retain documentation](#) in accordance with departmental requirements.

- [Purchasing record - Simple](#) is an optional form and can be used to document your purchase if required.
- If purchasing from a supply arrangement, refer to supply arrangement workflow.