## **Purchasing and Procurement Procedure** MINIMUM NO. QUOTES PROCESS - \$20,001 - \$100,000 (ex GST) **PURCHASE REQUIRED** \$20,001 - \$100,000 ex GST Specify the requirement & PF001 Checklist Obtain indicative Financial (Optional) Approval to proceed PLAN Conduct Market Research PF005 Risk Assessment Declare any Conflicts of Interest (based on suppliers being invited) Develop & finalise Obtain approval for an Minimum no. quotes cannot Alternate Sourcing Strategy Specification be sought PF003 Request for Quote PF006 DEVELOP Seek 3 written Quotes from Seek Quotes suppliers EVALUATE Declare any Conflicts of Interest (based on respondents nominated key personnel) Evaluate Quotes PF004 (2+ evaluator's) Obtain Approval - Purchasing Delegate is to sign the Evaluation Form FINALISE **Award Contract** Raise / Issue Purchase Order Notify unsuccessful suppliers Contract Manage goods or service delivery MANAGE Receipt good or service Pay invoices Contract close out