

Approval for Purchases Costing in Excess of AUS \$10,000

- Note: 1. For financial delegations, refer to the financial services department accounting manual section 4.
 2. Original quotation documents must be supplied with this expenditure proposal
 3. Requests items in excess of AUS \$100,000 must be accompanied by a detailed submission

Detailed description of equipment or services and reason for purchase:

--

If quotation procedures as set out in section 11.2.4 of the FSD Accounting Manual have not been met, provide reasons: (Please tick)	Sole supplier	Goods under contract
	Service agreement	Match existing product
	Other	

Quotation Details (Minimum of three unless sole supplier)

	Supplier	Price	Date
1			
2			
3			
Other			

Will the purchase of this equipment involve the university in additional expenditure? YES NO

If YES, complete the questions below

Additional expenditure details	Estimated cost and source of funds
(a) the purchase of other equipment and furniture	
(b) the provision or alteration of existing building	
(c) the provision of additional space	
(d) the alteration of existing services	
(e) additional staff	
(f) any other installation costs, e.g. AC power water, air conditioning, computer wiring	
(g) any other special requirement	

Details of assets to be replaced:

(a) Description and function	
(b) Serial/Registration No.	
(c) Asset No.	

For motor vehicle replacement state:

(a) Date of purchase	
(b) Current speedometer reading	

Purchase Action		
Discussed with Supplier Management Facility	YES	NO

