



Purchasing and Payment Policy

1. PURPOSE

The purpose of this policy is to define the principles and framework by which the University effectively and efficiently procures goods and services.

2. POLICY STATEMENT

2.1 The University will use a fair and transparent procurement process.

2.2 Curtin staff must ensure that the procurement of goods and services achieves best value for money and is aligned to University strategies.

A judgment is required to achieve the best outcome for the University. At the individual purchase level, achieving best value for money requires consideration of cost and non-cost factors, where relevant, depending on complexity of the purchase.

The assessment of cost needs to consider total cost including any ongoing costs such as holding, using, maintaining and disposing of the goods or services.

Non-cost factors may include, but are not limited to:

- Quality of goods and services;
- Supplier capability (e.g. financial, proven supplier);
- Sustainability considerations (consistent with the requirements of the University's [Environmental Sustainability Policy](#));
- Risks inherent to the purchase options available;
- Availability and quality of maintenance, services and support.

2.3 Transaction Recording and Accountability

Funds are only to be used for University business purposes, following only University-approved payment procedures and delegations.

University purchases and payments must be accurately and completely recorded on a timely basis within the University's accounting system.

The purchaser and approver of the purchase take joint responsibility for the appropriate use of University funds.

3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

Monitoring of this policy is the responsibility of all managers.

4. SCOPE OF POLICY

4.1 **Included:** This policy applies to all procurement of goods or services, for or on behalf of Curtin University, even when there is an expectation that Curtin will be reimbursed by or reimburse another individual or organisation.

4.2 **Excluded:** This policy does not apply to remuneration of University employees, which is subject to separate procedures and delegations.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Procurement

The end to end process from the identification of a requirement to the disposal of the acquisition at the end of its life (in the case of goods) or the completion of obligations (in the case of services).

Purchasing

The mechanics of buying. Purchasing is a component of the wider function of procurement and consists of activities such as ordering, receipt and payment.

6. SUPPORTING PROCEDURES AND FRAMEWORKS

[Procurement Procedures](#): Documents good business procurement practice and procedures involved in Procurement Planning, Contract Formation and Contract Management.

[Purchasing Procedures](#): Documents the process and responsibilities for the order, delivery and payment of goods and services. Included here are specific petty cash and credit card payment procedures.

[Travel Procedures](#): Specific procedures for the approval and purchasing of Travel related expenditure.

[Travel Procedures for Students](#): Specific procedures for the approval and purchasing of Travel related expenditure related to students

[Assets Procedures](#): Specific additional procedures for items of a capital nature.

[Act of Grace Payment Procedures](#): Approval processes for the provision of ex gratia payments.

[Incidental Expenditure Guidelines](#): Specific definitions as to what may be considered reasonable and allowable business expenses.

7. RELATED DOCUMENTS/LINKS

[Risk Management Policy](#): Assists in creating a culture of risk management in day to day activities.

[Code of Conduct](#): Provides guidance on ethical behaviour.

[Conflict of Interest Procedures](#)

[Delegations Register](#): Provides approved authorisation limits.

[Contracts and Agreements Registration Procedures](#)

[Remuneration and Benefits Policy](#)

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Policy Manager	Chief Financial Officer
Approval Authority	Senior Executive Team
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	26/06/2012	Planning and Management Committee	PMC 66/12	Attachment 2 to Document No 00622/12, to be operational one week after date of approval
	Administratively Updated	19/10/2016	Director, Legal and Compliance Services		Minor Updates
	Amended	22/02/2017	Planning and Management Committee	PMC 05/17	Attachment D to Item 7, amendment in section 2.2