



Purchasing, Suppliers and Contractors

1. Principles of Purchasing

- Value for money including price, quality, reliability, service, delivery, payment terms
- Probity and equity
- Transparency
- Free from corruption, fraud and conflict of interest

It is crucial that well-documented records are maintained on all acquisitions of goods or services. Items that are of a personal nature must **not** be charged to the Institute or the Institute credit cards.

2. Supplier and Contractor Creditor Accounts

It is strongly recommended that branches establish credit accounts with regular and occasional suppliers and contractors. This enables regular and consistent service and payment and establishes goodwill between the Institute and suppliers. The supplier / contractor should be requested to provide a Credit Account Form which is to be forwarded to national accounts office for completion.

3. Supplier and Contractor Invoices

All suppliers and contractors are advised to direct their invoices, account queries and payment requests to the National Accounts Office. This enables more timely recording in the branch accounts; supplier queries and payment requests are directed to one office and national supplier accounts (e.g. Officeworks, Dick Smith) can be more readily negotiated. Under no circumstances should invoices be made out in the name of an individual only.

Invoices are approved at the branch and sub-branch in accordance with Section 9.3 Schedule of Delegation and forwarded onto the National Accounts Office for payment.

4. Authorisation for Purchasing

As outlined in the Section 9.3 - Schedule of Delegation.