

Procurement Threshold and Authorisation Schedule



1 Purpose

To establish the University's Procurement thresholds and Purchasing authorisations.

2 Scope

This schedule must be read in conjunction with the Financial Management and Practice Manual (FMPPM) and is subordinate to the Procurement Procedure.

3 Schedule

3.1 Procurement thresholds

The University has established four Procurement threshold levels and supporting documentation for the Procurement of its Goods and/or Services and projects. Refer Table 1.

Table 1: Procurement threshold levels and supporting documentation

Threshold Note: all amounts are GST Exclusive	No. of Quotes / Process	Authorisation to obtain Quotes	Authorisation to commit USQ funds	Minimum Purchasing Authorisation Level (Refer Table 2)	Significant Procurement Plan	Formal Risk Assessment
0 - \$10,000	Staff are to ascertain best value and obtain at least one quotation where practicable	Any USQ Staff member that has completed Annual online USQ Procurement Training	Employee Authorised to Purchase	Level PA.1	Not Required	A formal risk assessment is not required but is recommended the staff member undertakes an informed assessment i.e., Notional
\$10,000 - <\$100,000	Seek at least two written quotations	Any USQ Staff member that has completed Annual online USQ Procurement Training	Employee Authorised to Purchase	Level PA.2	Not Required	A formal risk assessment is not required but is recommended the staff member undertakes an informed assessment i.e., Notional

\$100,000 - \$500,000	Seek at least three written quotes based on formal invitation to offer documents Publicly advertise >\$250K (mandatory)	Employee Authorised to Purchase	Employee Authorised to Purchase	Level PA.3	Determine if a Significant Procurement Plan may be required for purchases >\$250,000 or <\$250,000 that are identified as high risk and complete as necessary	Perform formal risk assessment to determine application of QA (mandatory)
>\$500,000	Seek at least three written quotes based on formal invitation to offer documents - publicly advertised and Tender Review Committee overview	Employee Authorised to Purchase	Employee Authorised to Purchase	Level PA.3	Yes	Perform formal risk assessment to determine application of QA (mandatory)

3.2 Purchasing authorisations

The University has established three levels of Purchasing authorisations as provided in Table 2. Note: Corporate Credit Card limits are documented at the upper limit and not all card holders will have this transaction limit without the prior approval from the CFO.

Table 2: Purchasing authorisations - PA

Level	Authorisation Value	Qualifications Required
Level PA.1	Up to \$10,000 (includes GST) - USQ Purchasing cards only	Annual online USQ Procurement Training
Level PA.2	Up to \$20,000 (Inc. GST) - USQ Purchasing cards. Transactions >\$10,000 (Inc. GST) require CFO approval Up to \$100,000 (excluding GST) - PeopleSoft purchase orders From Approved SOAs - No transaction limit applies	Annual online USQ Procurement Training Queensland Government Procurement Certification Program: Level 1 - Procurement Fundamentals (available online)
Level PA.3 (Generally reserved for USQ Senior Procurement Officers)	Up to \$20,000 (includes GST) - USQ Purchasing cards. Transactions >\$10,000 (Inc.	Annual online USQ Procurement Training

	<p>GST) require CFO approval</p> <p>Over \$100,000 (excluding GST) - PeopleSoft purchase orders.</p> <p>From Approved SOAs - No transaction limit applies</p>	<p>Queensland Government Procurement Certification Program:</p> <p>Level 1 - Procurement Fundamentals (available online)</p> <p>Level 2 - Intermediate Procurement</p> <p>Level 3 - Diploma of Procurement & Contracting</p>
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4 References

Nil.

5 Schedule Information

Accountable Officer	Chief Financial Officer
Responsible Officer	Manager (Procurement)
Policy Type	University Procedure
Policy Suite	Procurement Policy
Approved Date	23/7/2021
Effective Date	23/7/2021
Review Date	28/9/2023
Relevant Legislation	Queensland Procurement Policy 2021
Related Policies	
Related Procedures	Procurement Procedure
Related forms, publications and websites	Corporate card payment form Financial Management and Practice Manual (FMPM) Invitation to quote to \$100,000 Procurement Guidance

[Procurement risk assessment matrix](#)

[Professional Services Flowchart](#)

[Queensland Government Office of the Chief Advisor - Procurement](#)

[Significant Procurement Plan - longform](#)

[Significant Procurement Plan - shortform](#)

[Statement by Supplier form](#)

Definitions

Terms defined in the Definitions Dictionary

[Chief Financial Officer \(CFO\)](#)

The position nominated by the Vice-Chancellor to fulfil the responsibilities under the Financial Accountability Act 2009 and in accordance with the Queensland Financial Accountability Handbook, Information Sheet 2.5 - Chief Financial Officer.

[Corporate Credit Card\(s\)](#)

Is a University issued credit card. All University credit cards are issued in accordance with the Corporate Credit Card Policy and Corporate Credit Card Procedure.

[Employee Authorised to Purchase](#)

A University Employee that has been approved by the Chief Financial Officer to conduct Purchasing activities as part of their role and who has completed the applicable training.

[Goods and/or Services](#)

Goods and/or Services can be either produced by the University for which fees can be charged, or acquired by the University. Goods and/or Services produced are tangible and/or intangible products which are the outcome of human effort and/or knowledge that the University is either obliged to charge or has a right to charge a third party for the provision of these products. Goods and/or Services acquired are tangible and/or intangible products which are the outcome of human efforts and/or knowledge acquired to meet University needs. Goods and/or Services can be in the form of physical goods or intangible services.

[Procurement](#)

The entire process by which all classes of materials, facilities and

services are obtained by the University. This can include the functions of planning, design, establishing standards, evaluating risk, writing specifications, selecting Suppliers, developing contracts and method of payment and subsequent disposal.

[Purchasing](#)

The method for acquiring the Goods and/or Services required. This can include credit cards, purchase orders and/or leasing arrangements.

[Standing Offer Arrangement \(SOA\)](#)

A Standing Offer Arrangement (SOA) is usually set up to obtain frequently used products or services. SOAs set out the terms and conditions, including price, under which a business agrees to supply an undefined volume of Goods and/or Services for a defined period.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

Definitions that relate to this schedule only

Significant Procurement Plan (SPP)

An internal plan used to document the Procurement requirements and controls for high-risk purchases, and/or purchases greater than \$250,000.

Tender

A formal offer process for purchases greater than \$500,000 which includes review by the University's Tender Review Committee.

Keywords

Consultants, Contractors, Credit Card, Corporate Credit Card, Expenditure, QITC, Goods, Goods and Services, Professional Services, Purchase, Purchase Order, Purchasing, Services, Significant, SPP, Supplier

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