Procurement Policy

Section 1 - Purpose

(1) This document sets out the Policies that govern how goods and services are purchased for the University of Canberra (University).

Section 2 - Scope

(2) This Policy applies to all employees, agents and contractors of the University.

Section 3 - Principles

Policy

(3) The University will undertake all procurement in a manner that realises value for money and maintains the integrity of the University. This will be done by:

a. understanding our procurement profile;
b. aligning procurement processes to the nature of the acquisition;
c. having defined procurement processes based on ethical behaviour and fair dealing;
d. ensuring all major procurement expenditure is covered by appropriate contracts;
e. using approved contractors and supply arrangements where they exist; and
f. managing suppliers and establishing positive commercial relationships.

Implementation

(4) This Policy is implemented through the Procurement Procedures which sets out procedures and guidelines to undertake procurement for the University.

(5) The Chief Financial Officer has responsibility for implementing this Policy through the Procurement Procedures and is authorised to make changes to the Procurement Procedures in consultation with the Vice-Chancellor.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Policy Library for the latest version.

Status and Details

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