How to Procure Map

START

Does your procurement relate to:
1. Infrastructure, property, property maintenance?
2. A travel booking?
3. Library Collection (Published materials)?

YES

Property
Contact the Senior Contract Administrator

OR

Travel
Follow the Travel Booking Procedure

OR

Library Collection (Published materials)
Follow the Library Collections process for ordering

UNSURE/YES

Does your procurement relate to hiring an employee?

NO

Contact your HR representative or find more information here.

UNSURE/YES

Is there a Preferred Supplier for the goods/services or a contract in place for the specific goods/services?

NO

Check for Preferred Suppliers or access contract for existing rates
Follow Purchase-to-Pay process

YES

Does your procurement relate to purchasing IT hardware?

NO

Raise a OneHelp ticket. Additional help on Tech Support

YES

Is it a one-off purchase of goods/services with the total value less than $5K?

NO

Follow the Purchase-to-Pay process that aligns with any specific Faculty or Office guidelines that may be relevant

YES

Is the cumulative past and estimated future spend on the goods/services less than $100K?

NO

Obtain minimum one written quote

YES

Obtain minimum three written quotes
(Detailed justification and approval required for less than three)

NO

Complete Procurement Lite Process

YES

Complete Procurement Strategic Process
Contact Strategic Procurement for support (ProcureRightDesk@mq.edu.au)

END

If unsure about any of the above, contact the Strategic Procurement Team at ProcureRightDesk@mq.edu.au

All $ values exclude GST. Future spend = estimate for the expected duration of the engagement. * Contact property at (02) 9850 7145.