

# Supplier Contracts Policy

## Section 1 - Purpose

(1) This Policy describes the requirements for supplier contracts in order to minimise risks and maximise benefits and to provide a framework for meeting compliance and probity obligations.

### Scope

(2) This Policy applies to all professional, academic, and research staff, all staff of controlled entities, and all contractors purchasing goods or services for and on behalf of the University, across all campuses and locations of the University, unless otherwise stated.

(3) It applies only to contracts for the supply of goods and services to the University.

(4) This Policy does not cover:

- a. employment of staff, which is addressed separately under the Macquarie University [Enterprise Agreements](#) and Human Resources policies;
- b. non-binding Memoranda of Understanding;
- c. contracts related to teaching and learning activities; or
- d. contracts for research services / activity.

## Section 2 - Policy

(5) Supplier contracts must be developed, awarded, negotiated, and executed in accordance with the University ProcureRight Framework, which comprises the [Procurement Policy](#) and [ProcureRight Instructions](#).

(6) Only delegates or authorised agents with the requisite authority as specified in the [Delegations of Authority Register](#) may execute Contracts on behalf of the University.

(7) Records of all supplier contracts must be entered into the University's Contract Management System (ContractUs). Purchase Orders may only be raised after a Contract Management System registration number is obtained, with the exception of one-off purchase orders under \$5K not requiring a contract. For information on how to access ContractUs, please contact [procurerightdesk@mq.edu.au](mailto:procurerightdesk@mq.edu.au).

(8) In accordance with the [Government Information \(Public Access\) Act 2009](#), contracts with a total value over \$150K will be made publicly available through the Contract Management System.

## Section 3 - Procedures

(9) Nil.

## Section 4 - Guidelines

(10) Nil.

## Section 5 - Definitions

(11) The following definitions apply for the purpose of this Policy:

- a. Supplier Contract means a binding agreement for the supply of goods or services to the University.
- b. Contract Management System (CMS), otherwise known as ContractUs means the system that is used for the purpose of registering and storing all third-party contracts.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	11th May 2022
<b>Review Date</b>	11th May 2025
<b>Approval Authority</b>	Vice-President, Finance and Resources
<b>Approval Date</b>	11th August 2021
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Robin Payne Vice-President, Finance and Resources
<b>Responsible Officer</b>	Natalie Budovsky Chief Procurement Officer +61 2 0418 487 286
<b>Enquiries Contact</b>	Sherrie Santos Procurement Engagement Manager - Compliance +61 2 9850 6997