|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Flinders University**APPROVAL FOR EXEMPTION FROM QUOTATION REQUIREMENTS ($5,000 - <$100,000)**Under the University’s Purchasing policy staff procuring goods and services are required to seek quotes as detailed in the table below:

|  |  |
| --- | --- |
| Value | Alternatives |
| <$5,000 | Single oral or written quote  |
| $5,000 to < $10,000 | Two oral or written quotes  |
| $10,000 to < $15,000  | Two written quotes |
| $15,000 to < $100,000 | Three written quotes |
| > $100,000 | Tender or RFP unless otherwise exempted. |

*Note that all dollar amounts quoted in this policy are GST exclusive, provided that the GST is recovered.***Exceptions**The following purchases/payments ≥$5,000 and <$100,000 in value are exempt from the requirements relating to quotations:* Purchase and rental of real property
* Payments prescribed under a research agreement, including payments to other universities
* Payments for teaching of Theology by the Adelaide College of Divinity
* Payments for provision of water to the University
* Payments for non-contestable postal services
* Maintenance or similar payments consequentially arising from contracts for University IT systems
* Purchases relating to a Commonwealth/State/Territory government procurement contract
* Purchases relating to an existing approved University contract
* Membership of professional associations
* Payments to Commonwealth/State/Territory entities as a result of a contractual relationship for the provision of services/support
* Payments related to practicum/supervision of placements at approved entities as required to complete training/assessment of students (NB a MOU or similar agreement setting out fees and charges should be in place to support these payments)
* Purchasing Consortium contract where approved by the Director Financial Services

For purchases payments ≥$5,000 and <$100,000 not listed above, exemption from the requirements relating to quotations may be approved on a case by case basis in accordance with the authorities set out in the table below:

|  |  |
| --- | --- |
| Purchases ≥$5,000 and ≤$50,000    | Heads of College Services, College Operations Team Leaders or equivalent  |
| Purchases >$50,000 and <$100,000  | Vice-President & Executive Dean and Portfolio Head / Vice-Chancellor |

This form is used to record the reasons why the University quotation requirements cannot be met in a particular situation and to formally show the approval for that decision by an authorised person as per the above table. |
| **What is being purchased?**Description of product/service:  Total cost of purchase 1. $.......................................

*Note that all dollar amounts quoted in this policy are GST exclusive, provided that the GST is recovered.* |
| Any ongoing maintenance/service/support pa $.....................(If applicable) Project Name (If applicable): University Account Number: - - / - - - - / - - - - - / - - - -  (Entity/Cost Centre/Project/Natural Account) | Reference/File No:  |
| Why is an exemption being sought? (If insufficient space please attach further details) |
| Eg insufficient suppliers to meet the purchase criteria?  |
|  …………………………….      |  |
| If more than one supplier has quoted, list quotes received below: |
|

|  |  |  |
| --- | --- | --- |
| D**ate** | **Company/Entity** **Verbal/Written**  | **Amount Quoted** |

 |
|   |   | $  |
|   |   | $  |
|   |   | $  |
|   |   | $  |
|   |   | $  |
| I declare that:in recommending this quotation exemption I am complying with the University Purchasing PolicyI am aware of my responsibilities under the Flinders University Conflict of Interest Policy and in requesting this exemption I will not receive or have a reasonable expectation of receiving a direct or indirect pecuniary benefit or a personal or non-pecuniary benefit That the funds are/will be available for this purchase.Signed: ………………………………………… Position: ……………………………………..Print Name: …………………………………. Date: …../……../……….…………………………………………………..Print Name of person seeking exemption Date: ……./……./……….. |
| In considering this exemption I certify that I have given due regard to the principles set out in the Purchasing Policy relating to value for money, fair trading, conflict of interest and risk management.Approved/Not approved *(delete which is not applicable)*Signed: …………………………………………. Date: ….. /……../………. Print Name: …………………………………...Position: …………………………………………

|  |  |
| --- | --- |
| Purchases ≥$5,000 and ≤$50,000    | Heads of College Services, College Operations Team Leader or equivalent  |
| Purchases >$50,000 and <$100,000  | Endorsed by Vice-President & Executive Dean/ Portfolio Head / Vice-Chancellor |

*Note that all dollar amounts quoted in this policy are GST exclusive, provided that the GST is recovered.**\*The exemption should be attached to the invoice when it is submitted for expenditure approval.   It is also recommended that the document is placed on the University records management system and can also be attached to a PO request, if a PO is going to be issued.**After approval:*1. *Copy of approved waiver to be sent to the Tender Board secretary*
2. *Save on TRIM*
 |

Updated 12/9/17