

# 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 Practice Manual (FMPM) 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 University 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 University Staff member that has completed Annual online University Procurement Training - Minimum Authorisation level - PA.0	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
\$10,000 - <\$100,000	Seek at least two written quotations	Any University Staff member that has completed Annual online University Procurement Training - Minimum Authorisation level - PA.0	Employee Authorised to Purchase	Level PA.3	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 responses based on formal	Employee Authorised to Purchase only	Employee Authorised to Purchase	Level PA.4	Determine if a Significant Procurement Plan may be required	Perform formal risk assessment to determine application of QA

	invitation to offer documents  Publicly advertise >\$250K (mandatory unless justified otherwise)				for purchases >\$250,000 or <\$250,000 that are identified as high risk and complete as necessary. Note use of minimum evaluation criteria for procurement >\$250K	(mandatory)
>\$500,000	Seek at least three written responses based on formal invitation to offer documents - publicly advertised and Tender Review Committee overview	Employee Authorised to Purchase only	Employee Authorised to Purchase	Level PA.4	Yes	Perform formal risk assessment to determine application of QA (mandatory)

### 3.2 Purchasing authorisations

The University has established several levels of Purchasing authorisations as provided in Table 2. Note: Corporate Card limits are documented at the upper limit and not all card holders will have this transaction limit without the prior approval from the COO and CFO. All financial transactions, regardless of authorisation level, are subject to Financial Delegate approval.

Note, Purchasing Authorisation Levels PA.0 and PA.1 do not require COO and CFO approval, but may require departmental approval.

**Table 2: Purchasing authorisations - PA**

Level	Authorisation Value	Qualifications Required
Level PA.0 - Browser	<p>Open - only through the University eProcurement Platform</p> <p>Quoting only, up to \$100,000 or open from approved SOA's. Note: Engagement of suppliers must be through Level PA2 or higher. Financial transactions or commitment with a supplier for this level is prohibited.</p> <p>COO and CFO Authorisation is not required for this role.</p>	<p>University eCommerce Platform Training - Recommended but not mandatory.</p> <p>Annual online University Procurement Training (for where quotes need to be obtained, including Marketplace).</p>

Level PA.1 - Buyer	Open - only through the University eProcurement Platform  COO and CFO Authorisation is not required for this role.	Annual online University Procurement Training  University eCommerce Platform Training
Level PA.2 - Card Holder (Non-Purchasing Staff)	Assigned individual card limit	Annual online University Procurement Training
Level PA.3 - Purchasing Officer (including non-Finance Staff that perform purchasing related activities as part of their role)	Open - only through the University eProcurement Platform  Up to \$20,000 (Inc. GST) - University Purchasing cards.  Up to \$100,000 (excluding GST) - PeopleSoft purchase orders  From Approved SOAs No transaction limit applies	Annual online University Procurement Training  University eCommerce Platform Training  Queensland Government Procurement Certification Program:  Level 1 - Procurement Fundamentals (available online)
Level PA.4 (Generally reserved for University Procurement Leads)	Open - only through the University eProcurement Platform  Up to \$20,000 (includes GST) - University Purchasing cards.  Open (excluding GST) - PeopleSoft purchase orders.  From Approved SOAs - No transaction limit applies	Annual online University Procurement Training  University eCommerce Platform Training  Queensland Government Procurement Certification Program:  Level 1 - Procurement Fundamentals (available online)  Level 2 - Intermediate Procurement  Level 3 - Diploma of Procurement & Contracting

## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Chief Operating Officer and Chief Financial Officer
<b>Responsible Officer</b>	Director (Procurement)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Procurement Policy</a>
<b>Approved Date</b>	20/5/2025
<b>Effective Date</b>	20/5/2025
<b>Review Date</b>	28/9/2025
<b>Relevant Legislation</b>	<a href="#">Queensland Procurement Policy 2021</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Procurement Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Corporate card payment form</a> <a href="#">Financial Management Practice Manual</a> <a href="#">Invitation to quote to \$100,000</a> <a href="#">Procurement Guidance</a> <a href="#">Procurement risk assessment matrix</a> <a href="#">Professional Services Flowchart</a> <a href="#">Queensland Government Office of the Chief Advisor - Procurement</a> <a href="#">Significant Procurement Plan - longform</a> <a href="#">Significant Procurement Plan - shortform</a> <a href="#">Statement by Supplier form</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b> <a href="#">Browser</a> <p>A University Employee that has completed the applicable training to obtain quotes up to \$100,000 and/or be able to select goods from the</p>

University's eCommerce platform for on sending to a Buyer role. The Browser role is not authorised to purchase and has no buying capability.

#### [Browsing](#)

The method for obtaining quotes up to the prescribed amount and/or reviewing and adding to a shopping cart catalogued Goods and/or Services required through the University's eCommerce platform.

#### [Buyer](#)

A University Employee that has completed the applicable training and has been assigned the role as 'Buyer' within the University's eCommerce system. A Buyer is generally appointed due to their centrality and oversight of business unit needs and has authority to progress the shopping cart to a buying stage. This role is not authorised to purchase and only has buying capability through the University's eCommerce platform.

#### [Buying](#)

The method for processing a shopping cart request for catalogued Goods and/or Services selected through the University's eCommerce platform.

#### [Chief Operating Officer \(COO\) and 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 Finance Officer.

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

A University-issued credit card to be used as a payment method for University Business Expenditure only.

#### [Employee Authorised to Purchase](#)

A University Employee that has been approved by the Chief Operating Officer and 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 'UniSQ' 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 Card, Expenditure,

	QITC, Goods, Goods and Services, Professional Services, Purchase, Purchase Order, Purchasing, Services, Significant, SPP, Supplier
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