

INSTITUTE RULE

TITLE: PURCHASE OF GOODS AND SERVICES

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Approved for use: *[Signature]*



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Resolution of Board, the 25th day of August 2008, pursuant to clause 19 of the Institute Constitution.

1. DEFINITIONS

In this Rule definitions contained in the Constitution shall apply, together with the following definitions, unless inconsistent with the context or the subject matter:

“**Constitution**” means the Constitution of the Board of Northern Melbourne Institute of Technical and Further Education.

2. ARRANGEMENTS AND APPROVALS

The following arrangements and approvals shall apply for the purchase of Goods and Services.

Purchase value (GST inclusive)	Requirement	Approval delegation
Purchase less than \$5,000	Minimum of one verbal quote required	Head of Department <u>or</u> delegate
Purchases between \$5,000 and <\$15,000	Minimum of one written quote required	Associate Director, Manager <u>or</u> delegate
Purchases between \$15,000 and <\$30,000	Minimum of three written quotes required	Director Client Services <u>or</u> Director Corporate Services <u>or</u> Director Programs
Purchases between \$30,000 and <\$150,000	Minimum of three written quotes required	Chief Executive Officer
Purchases valued ≥\$150,000	Subject to open tendering	NMIT Board

3. EXEMPTIONS FROM RULE

Expenditure made pursuant to the Project Development and Construction Management Act 1994 is exempt from this rule.