

PURCHASING POLICY

Policy number	5	Approved by Senior Exec on	14 June 2017
Version	1	Approved by Exec	29 June 2017
Drafted by	Ellie Clay	Scheduled review date	29 June 2018

1. INTRODUCTION

1.1. NUPSA recognises the need for employees and Executive members to occasionally purchase goods and services to ensure the smooth running of the Association. This policy outlines how purchases are made and recorded, to ensure NUPSA has sound financial accountability.

2. POLICY STATEMENT

2.1. This policy provides clear guidelines on the purchasing of goods and services for the Association to ensure value for money, good administration practices, transparency and integrity. NUPSA will cover the cost of all purchases related to NUPSA business, and no employee or Executive member will be out of pocket as a result of NUPSA incurred expenses.

3. POLICY SCOPE

3.1. This policy applies to any NUPSA employee, Executive member or volunteer who is making purchases on behalf of the Association.

4. DEFINITIONS

- 4.1. **NUPSA** refers to the Newcastle University Postgraduate Students' Association
- 4.2. **Supplier** refers to a service provider or vendor of goods.
- 4.3. **Tax invoice** refers to a document issued by the supplier; it shows the price of a supply, indicating whether it includes Goods and Services Tax (GST), and may show the amount of GST; it must also show the Australian Business Number (ABN) of the supplier.
- 4.4. **University** refers to the University of Newcastle.
- 4.5. **Senior Executive** refers to the NUPSA President, Vice-President, Secretary and Treasurer as outlined in the NUPSA Regulations
- 4.6. **Local area** refers to the area within a 20km radius of Callaghan campus.

5. POLICY DETAILS AND PROCEDURES

5.1. Suppliers

- 5.1.1. Priority should be given to Australian suppliers, where possible
- 5.1.2. NUPSA will only engage with an Australian supplier if they have an ABN.
- 5.1.3. Suppliers who are registered for GST take preference over those who are not registered for GST.
- 5.1.4. NUPSA employees and Executive members shall ensure that they are not in a conflict of interest with any supplier. Those employees or Executive members who have, or may be perceived to have, a vested interest in the outcome of a purchase should disclose any conflict to the Senior Executive. The Senior Executive will determine whether the individual should exclude themselves from any role in the purchasing process.

- 5.1.5. Any perceived conflicts will be recorded in the NUPSA conflict of interest register, as per the NUPSA Constitution.
- 5.1.6. Environmentally and socially conscientious principles shall be considered when choosing suppliers, taking into account sustainability and energy-efficiency.

5.2. Purchasing Process

- 5.2.1. Before any purchases are finalised, enquiries should first be made as to whether the goods or services can be provided by the University free of charge, or at a discounted cost.
- 5.2.2. Purchases under \$400 may be made by NUPSA employees at their discretion, taking into account the annual budget, value for money, quality, service, delivery and operating costs.
- 5.2.3. Purchases over \$400 should be put to the Senior Executive for approval, with a minimum of three quotes for review.
- 5.2.4. Tax invoices are the preferred method of purchasing goods and services.
- 5.2.5. If the supplier does not, or cannot invoice, NUPSA should consider the use of another supplier. If this is not possible the NUPSA credit card should be used.
- 5.2.6. Receipts for ALL purchases must be submitted to the NUPSA office.

5.3. Using Personal Funds

- 5.3.1. NUPSA discourages the use of personal funds to purchase goods and services for NUPSA purposes; wherever possible, NUPSA employees and Executive members should provide a supplier tax invoice, or use the NUPSA credit card.
- 5.3.2. Individuals using personal funds to purchase goods or services for NUPSA shall first seek approval from the Senior Executive before making the purchase; if prior approval is not given, NUPSA is not obligated to reimburse the claimant.
- 5.3.3. When travelling outside of the local area, the NUPSA office will provide employees and Executive members with a pre-loaded debit card. Travel expenses in line with the NUPSA Travel Policy are considered pre-approved.
- 5.3.4. In the event that use of personal funds have been used, NUPSA will provide a reimbursement within four weeks of the date of the expense.
- 5.3.5. Reimbursements will be made by the NUPSA office using a Cheque Requisition Form. Funds will be transferred into the nominated bank account.