

Purchasing and Procurement Procedure

Genuine Urgency Situation

A Genuine Urgency situation is when there is a realised or high probability of health, safety, or security risk which must be rectified quickly

PLAN

Specify the Requirement in the Approval of a Genuine Urgency PF007 Form

Research what and who is available to meet the requirements

Check – Is there a suitable arrangement that can be used, that meets the timeframes required?

If YES

Purchase as per the Supply Arrangement

If time permits - Identify and address any risks using the PF005 form

Declare any Conflict of Interest

Complete the PF007 Form – Genuine Urgency Situation form

PF007 is reviewed and approved by the appropriate delegate (refer to Purchasing & Procurement Delegations)

DEVELOP

If time permits - use the PF003 Request for Quote form Business Unit or School Seek Quote from supplier

EVALUATE

Declare any conflicts of Interest that may be relevant Evaluate Quote PF004

FINALISE

Raise / issue Purchase Order

CONTRACT
MANAGE

Contract Manage goods or service delivery
Receipt good or service
Pay invoices