



# Procurement Policy.

## **Administrative Procedures.**

The Building Manager is appointed as the Procurement Officer by the Owners Corporation.

## **Levels of Authority Limits.**

- Building Manager may have an authority limit up to \$2,000, which will enable them to create any single purchase order to the level of his authority;
- Purchase Orders that exceed the financial authority of the Building Manager (\$2,000) will automatically be referred to the Chairperson or appointed Deputy for authorisation (e-mail is acceptable).
- Purchase Orders that exceed the financial authority of the Chairperson or their Deputy (\$10,000) will automatically be referred to the Committee of Management. (This may be carried out via e-mail ballot to ensure a timely process).
- All requests for authority to the respective members must be accompanied by a written recommendation from the Building Manager so an informed decision can be made.
- Records of quotations received and decisions made are to be recorded.

## **Levels of Purchasing.**

The following processes are required to be carried out for purchases within the price range indicated. All monetary references in this Policy are excluding GST.

### **Purchases up to \$5,000.**

- No quote or authority is required

### **Purchases between \$5,000 and \$10,000.**

- A minimum of two written quotes to be sought.
- Recommendation by the Building Manager accompanying the quotes is to be submitted to the Chairperson or appointed deputy for a written authorisation to proceed.

### **Purchases over \$10,000.**

- A minimum of three written quotes to be sought
- Recommendation by the Building Manager accompanying the quotes is to be submitted to the Chairperson or appointed deputy who will in turn distribute to Committee of Management for their approval
- Written instruction to be given to the Building Manager by the Chairperson or deputy once agreement by the committee is reached.

### **Unless one of the following exceptions applies:**

- where the purchase is being made under a Service Contract previously authorised; or
- where the purchase is for a matter of urgent public health, security or safety; or
- the Chairperson, appointed deputy or the Committee of Management at their discretion override the minimum amount of quotes requirement should they be satisfied further quotes are not obtainable. (Such as limited suppliers of the service)
- If the written quotes are not considered to be competitive, further quotes should be obtained.

## **Levels of approving invoices for payment.**

### **Invoices for services ordered as per the above procurement process Invoices up to \$2,000.**

- Sign off on invoices can be made by the Owners Corporation Manager up to this level for services procured by the Building Manager.
- Building Manager must sign off their approval of the invoice for processing.

### **Invoices over \$2,000.**

- Invoices over this amount are to be sent to the nominated finance subcommittee member for approval clearly indicating that the Building Manager has approved the invoice for processing.



- Building Managers approval of the invoice for processing is acknowledgement of the following
- Correct invoice value as per quotes received and
- Work has been performed to an acceptable standard and to their satisfaction as per the scope of works
- Details on the invoice accurately reflects the work completed.

**Unless one of the following exceptions applies:**

- where the purchase is being made under a Service Contract previously authorised