

6.6	PROCUREMENT
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Applies to: HECIS Co-Ordinator, Management Committee	Version: 1
Specific responsibility: HECIS Co-Ordinator, Management Committee	Date approved: 5.8.2014
	Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

In purchasing goods and services, HECIS aims to obtain the best value for its expenditure of funds. Procurement of goods and services over specified amounts will involve the investigation of more than one supplier and comparison of the quality and price of the available goods or services.

PROCEDURES

Purchasing or leasing equipment

The purchase or leasing of any equipment, including furniture and other office fittings, over a value of \$1000 will require a comparison of features and prices of at least three alternative brands and/or suppliers (where available) to select an item. Recommendations will then be submitted to the HECIS Co-Ordinator for approval.

The purchase or leasing of any equipment, including furniture and other office fittings, over a value of \$5000 will require a formal expression of interest to be sought from a minimum of three reputable suppliers (where available). Recommendations based on the results of the tender process will then be submitted to the Management Committee for approval.

Preferred suppliers

From time to time, HECIS may use the expression of interest process to establish an ongoing relationship with a preferred supplier for specified goods or services. A preferred supplier will retain this status for a period of 5 years.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	18.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	15.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

INDEXING

Search topic/s:	
Function/s:	