

Pre-Purchase Order Guidance \$5,000-\$75,000

This guide is to help you adhere to purchasing procedures, reducing the risk of rejection for your Unimarket Purchase Order. You can complete it and attach it to your request or use it as a reference to ensure all necessary documentation and justifications are provided when submitting your order.

For purchases between \$75,000 and \$100,000, where only one quote or unsuitable for formal tender: approval of a Procurement Plan or justification by the relevant authority is necessary before purchase.

Contact: procurement@otago.ac.nz for more information.

Details to support your request for Purchase Order

-Are you using an Approved Supplier for the requested goods or services?

Yes, proceed with raising your order and ensure relevant documentation is attached for approval.

All suppliers who have completed the Creditor Form will be visible in Unimarket. However, it's worth noting that not all suppliers listed in Unimarket are considered 'Approved Suppliers'.

Approved Supplier: supplier who has been appointed to supply goods & services to the University under contract.

Search for [Approved Supplier List](#) or the [OURDrive Contract Register](#)

If there is Contract Reference for the service, it is useful to quote this in Unimarket:

-Not an Approved Supplier, you need to provide evidence of attempting to obtain three quotes, with the lowest quote chosen?

1. Supplier:	Quoted price: \$	(Ex GST)
2. Supplier:	Quoted price: \$	(Ex GST)
3. Supplier:	Quoted price: \$	(Ex GST)

If the lowest quote was **not** chosen, or you only received one quote, you will need to provide explanation in the Unimarket justification field:

If the supplier is not approved and only one quote was requested, you must cite one of the following options and provide an explanation (refer to [Procurement Procedure](#)).

- Emergency purchase (see [Procurement](#) section 9)
- Requires specialised skills with limited qualified suppliers.
- Available from only one or limited sources within timeframe
- Specific supplier needed for standardisation or compatibility.
- Involves prototype or development work (see [Procurement](#) section 7.b.vi).

Written explanation for justification:

Attach required documentation to your Unimarket purchase order: requirements will vary by department. These will assist the approver.

i.e. Signed vendor agreements, Detailed specifications or requirements, Compliance Documentation, Subcontracts, Memo/email approvals etc

- **Quotes:** *the one you have opted for should be available to the chosen supplier, the others in the justification attachments.*

FINANCIAL DELEGATION

All Purchases Orders greater than \$5,000 require endorsing by relevant Finance Advisory and approval of the appropriate Delegated Financial Authority (see [Financial Delegations Policy](#))