

POLICY



Purchasing Policy

Purpose	To outline obligations to ensure consistent purchasing practices across Macquarie University and define our approach to purchasing.
Overview	The procurement of goods, services and capital projects accounts for a significant percentage of Macquarie University's total expenditure. Macquarie University recognises the impact its purchasing activities have on the financial, social and environmental health of the University and the broader community. To meet the University's corporate responsibilities, where appropriate all purchasing will support the strategic aims of the University, demonstrating value for money and high levels of probity, whilst applying principles of life cycle costing and minimising adverse environmental and social impacts through the selection of sustainably preferred goods and services.
Scope	<p>This Policy applies to the acquisition of all goods and services made by Macquarie University (including controlled entities) staff, students or contractors, either purchased or leased from suppliers external to the University for and on behalf of the University.</p> <p>The acquisition of goods and services includes but is not limited to:</p> <ul style="list-style-type: none">• consumables, including office supplies• office, teaching and research equipment• facilities management and construction• information and communications technology• contractors and consultants• motor vehicles• plant, materials, equipment and substances
Policy	<p>Purchasing activities for and within Macquarie University include ethical, compliance and fiscal obligations, as well as opportunities for financial savings, improved sustainability, service and quality outcomes. All persons making purchases for the University will:</p> <ul style="list-style-type: none">• maintain comprehensive and well documented records• adopt strategies to avoid unnecessary consumption and manage demand through following the Purchasing Checklist• in the context of whole-of-life value for money, select products and services which have lower environmental and social impacts across their life cycle compared with competing products and services• meet public accountability requirements by ensuring that records are maintained• comply with any and all directions regarding the use of University Preferred Supplier arrangements e.g. travel, paper suppliers etc

- ensure that quotation and tender requirements are followed to maintain equity in decision making processes
- ensure transparency in sustainable procurement practices and decision making to limit the scope for unethical conduct (e.g. bribery, corruption, deception, intimidation, fraud)
- maintain a reputation for fair dealing by employing open communication with potential suppliers at all times
- declare and effectively manage conflicts of interest to maintain the integrity of the University
- comply with all local, state and federal legislation that govern the University's purchasing activities
- encourage open and effective competition.

The University will establish purchasing processes to:

- incorporate carbon costing considerations in line with Emissions Trading Schemes
- focus on leveraging the University's buying power to reduce overall costs to the University and improve sustainability, service and quality outcomes
- reduce consumption of unnecessary and unwarranted goods
- support businesses and industry groups that demonstrate innovation in sustainability
- support suppliers who are socially responsible and adopt ethical practices
- use secondary materials where possible by maximising the recycled content of purchases, minimising packaging and designing products that can either be reused or recycled
- ensure that negative environmental impacts embodied in the manufacturing and distribution process are minimised by the supplier through resource- and energy- efficient techniques
- manage and minimise risk by ensuring non-polluting/non-toxic materials and substances are used
- reduce unnecessary waste at the source to mitigate the inefficient use of natural resources and benefit economically from decreased handling and disposal costs
- drive efficiency throughout the supply chain by working with the University's suppliers.

All purchasing of goods and services will be subject to the Purchasing Checklist.

There must be sufficient justification to demonstrate that there is a need for the goods and services to be provided and that economical and sustainability considerations have been fully considered prior to the purchase of any goods and/or services.

The University recognises it has a role to play in providing support for the development of awareness, understanding and competency in relation to sustainable procurement.

COMPLIANCE AND BREACHES

The University may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).

Contact Officer	Purchasing and Asset Manager, Office of Financial Services
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Approval Authority	Deputy Vice-Chancellor and Chief Operating Officer
Date of Commencement	24 November 2009
Amendment Dates	February 2011 – change of Contact Officer
Date for Next Review	November 2012
Related Policies, Procedures, Guidelines, Forms and Templates	Credit Card Policy Delegation of Authority Entertainment Policy Purchasing Procedures / Guidelines / Checklist Sustainability Policy / Procedure
Policies/Rules Superseded by this Policy	Purchasing Policy dated 21 June 2004
Keywords	Purchasing, Procurement, Acquisition, Goods