Authorising Procedure for Purchasing and Payment

Quick Reference Guide
Curtin Engineering Faculty

Authorisation Procedure for Purchasing and Payment

Authorised signatories

Faculty Dean $50,000 and below
Head of Department $5,000 and below
Approved Area Head $5,000 and below.

(Note: Approved Area Heads must apply to the Faculty Dean to be an authorising signatory. The Approved Area Head cannot delegate his/her authority. In their absence the HOD or Dean may sign)

Authorisation to Purchase

1. All purchases must be initiated by completing a Request to Order (RTO) form. This is the formal document giving authorisation to spend area money and to incur expenditure.

2. If the RTO is less than $5,000, it is to be approved by the Head of Department (or an Approved Area Head for expenditure related to an Approved Area Head’s area) by signing as the authorising and incurring officer.

3. If the RTO is greater than $5,000, it is to be approved by the Head of Department (or Approved Area Head for expenditure related to an Approved Area Head’s area) AND the Faculty Dean by signing as the authorising and incurring officer.

4. The RTO is then returned to the staff member requesting the order.

5. The staff can then either
   (i) Ask a Departmental/Faculty Purchasing Officer to purchase the goods or service using the appropriate credit card (must be credit card under $1000 and wherever possible under $5000)
   (ii) Send the RTO to the FSU to issue a Purchase Order (must be PO over $5000)

Receipt of Goods and Payment

On receipt of a tax invoice, the person receiving the goods (or Service) must sign the invoice acknowledging receipt of goods, verifying prices and matching to the ‘Request to Order’. All invoices will be stamped and signed by:

1. The person receiving and verifying the goods.

The invoice is then either:

(i) With a copy of the RTO, attached to the credit card allonge of the credit card holder when acquitting the credit card payments.
(ii) Sent to the FSU for payment, attaching a copy of the RTO where a purchase order was raised.
Credit Card Allonge

Completed credit-card allonges are to be forwarded to the FSU after they have been signed by the cardholders supervisor (Head/Manager/Dean). The FSU will check that all documentation is attached. The supervisor will only sign the allonge, not the attachments.

Petty Cash

On receipt of a tax invoice, the person receiving the goods (or Service) must complete a Petty Cash Voucher form. The form is to be signed by the Head of Department (or Approved Area Head). Once signed the form can be presented to the FSU for payment of cash.

Petty cash will be reimbursed to a maximum of $40.00 (inclusive of GST) per item receipted. No more than one claim per day should be presented to FSU.

Employment Contracts

A. General Staff Casual Contracts – ‘Request for Casual Contract’ form to be completed and authorised by the Head of Department; it is then sent to the Divisional Administrator. Once approved, the Division will forward the casual contract to the staff member and a copy will be given to FSU.

B. Sessional Academic Contracts – ‘Sessional Employment Contract’ form to be completed by the Department and authorised by the Head of Department. Once signed is forwarded to the FSU.

C. Limited Term and Continuing Employment Contracts (Both General and Academic Staff) – ‘Recommendation for Occupancy’ form to be completed by the Department and signed by the Head of Department AND Faculty Dean. Once signed it is forwarded to the Divisional Administrator.

Request to Raise a Tax Invoice

A ‘Request For Curtin University Tax Invoice To Be Issued’ form will need to be completed for a Tax Invoice to be raised. It is essential that supporting documentation is attached to the request. Once the form is completed it is sent to the FSU.

General Notes

- Items to be signed by the Faculty Dean must first be approved by the Head of Department (or Approved Area Head if related to Approved Area Head’s area)
- The signing authority of an Approved Area Head is restricted to the area they are immediately responsible for.
- For purchases greater than $1,000, evidence of a verbal quote must be provided (noting suppliers and amounts). Purchases greater than $5,000 must have at least two written quotes (unless restricted suppliers exist).
- The following items will be forwarded to the Divisional Office for approval by the Divisional Administrator and/or Executive Dean:
  - Request for additional payments
  - Request to Advertise a Position;
  - Recommend Occupancy of Position;
- Recommend an extension of a contract
- Transfer of a staff member
- Renewal of an appointment
- Alteration to the terms or conditions of staff
- Secondment from inside or outside of the University.

- RTO’s and Invoices greater than $50,000

These are in line with the Divisional Board decision of February 1992, which remains divisional policy.


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DEAN OF ENGINEERING approval is required for the following items:

• Request to Order Forms (greater than $5,000)
• Invoices (greater than $5,000) where cost higher than RTO
• Request for Payment of Additional Monies/One-Off Payments/Salary Supplementation
• Approval of University Travel Expenses
• Corporate Card Allonges for Heads
• Recommendation for Occupancy of Position
  (Limited Term/Continuing Contracts - General/Academic staff)
• Recommendation for Occupancy - Adjunct/Visiting Academics
• Request to Advertise a Position
• Research Grant Applications
• Annual/Sick/LSL Leave Requests (Heads of Departments)
• Proposals/involving Heads of Departments
• Expenses from Head of Department owned Special Funds cost centres.

HEAD OF DEPARTMENT approval is required for the following items:

• Request to Order Forms (less than $5,000)
• Invoices (less than $5,000) where cost higher than RTO
• Annual/Sick/LSL Leave Requests (Academic/General Staff)
• Petty Cash Voucher Form (maximum of $60)
• Request to Raise a Tax Invoice
• Sessional and Casual Staff Employment Contracts
• Sessional and Casual Staff Timesheets
• Commercial Consulting Proposals/Contracts/Agreements

NOTE

• Items to be signed by the Dean must firstly be approved by the Head of Department (or Approved Area Head if related to Approved Area Head’s area)
• The signing authority of an Approved Area Head is restricted to the area they are immediately responsible for.
• For purchases greater than $1,000, evidence of a verbal quote must be provided (noting suppliers and amounts). Purchases greater than $5,000 must have at least two written quotes (unless restricted suppliers exist).
• The following items will be forwarded to the Divisional Office for approval by the Divisional Administrators and/or Executive Dean:
  - extension of a contract
  - transfer of a staff member
  - renewal of an appointment
  - alteration to the terms or conditions of staff
- secondment from inside or outside of the University.
- request for additional payments
- recommendation for Occupancy of Position
- request for General Staff casual contract
- request to Advertise a Position
- RTO’s and Invoices greater than $50,000