



"I want to make a purchase"



Before you buy, take the time to plan your purchase:

- What is the estimated total cost of the purchase?
- When do you require delivery?
- Who are the known suppliers?
- Consider whole of JCU requirements - are there any other users of the product or service?

- Refer to:
- FMPM 710 Procurement Policy
 - FMPM 711 Procurement Procedure
 - FMPM 712 Engaging Individuals as Service Providers Procedure

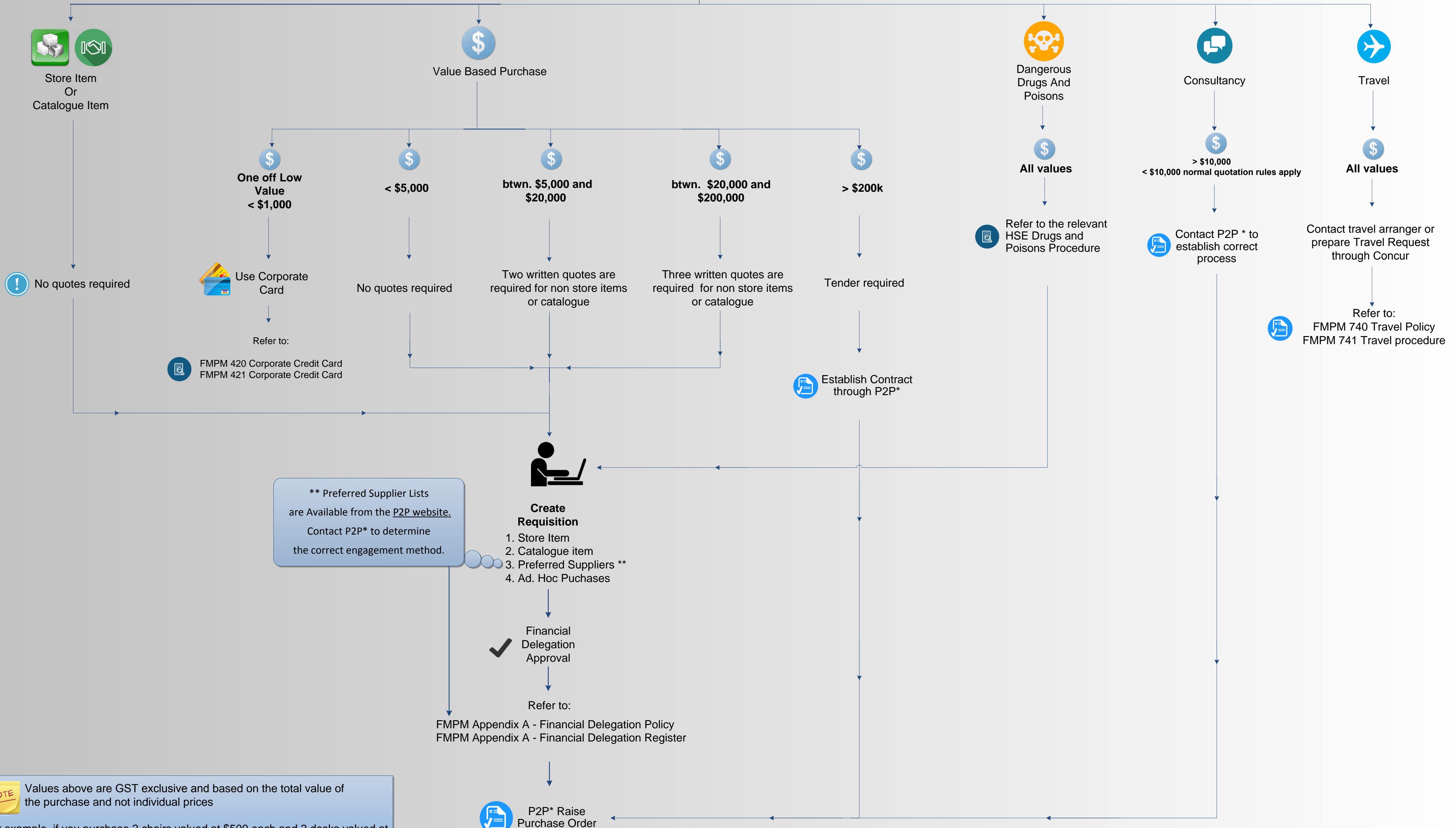
General Enquiry: Procurement@jcu.edu.au

Tender Support: Richie Woods 4781 6401

Procurement Help: Roxane McBryde 4781 4583 (Townsville)

Eva King 4232 1133 (Cairns)

Procurement Website: <https://www.jcu.edu.au/strategic-procurement>



**** Preferred Supplier Lists** are Available from the P2P website.
Contact P2P* to determine the correct engagement method.

NOTE Values above are GST exclusive and based on the total value of the purchase and not individual prices
For example, if you purchase 2 chairs valued at \$500 each and 2 desks valued at \$2,400 each, the total value of the purchase is \$5,800, therefore, 2 written quotes are required.