

When Do I need a Contract?

- All recurring expenditure for the supply of goods and services.
- All one off construction and maintenance projects

Contracts provide:

- A description of what is required
- Binds parties to their duties/deliverables
- Establishes a time frame for delivery of the goods or services
- Secures payment
- Can provide recourse when the relationship fails

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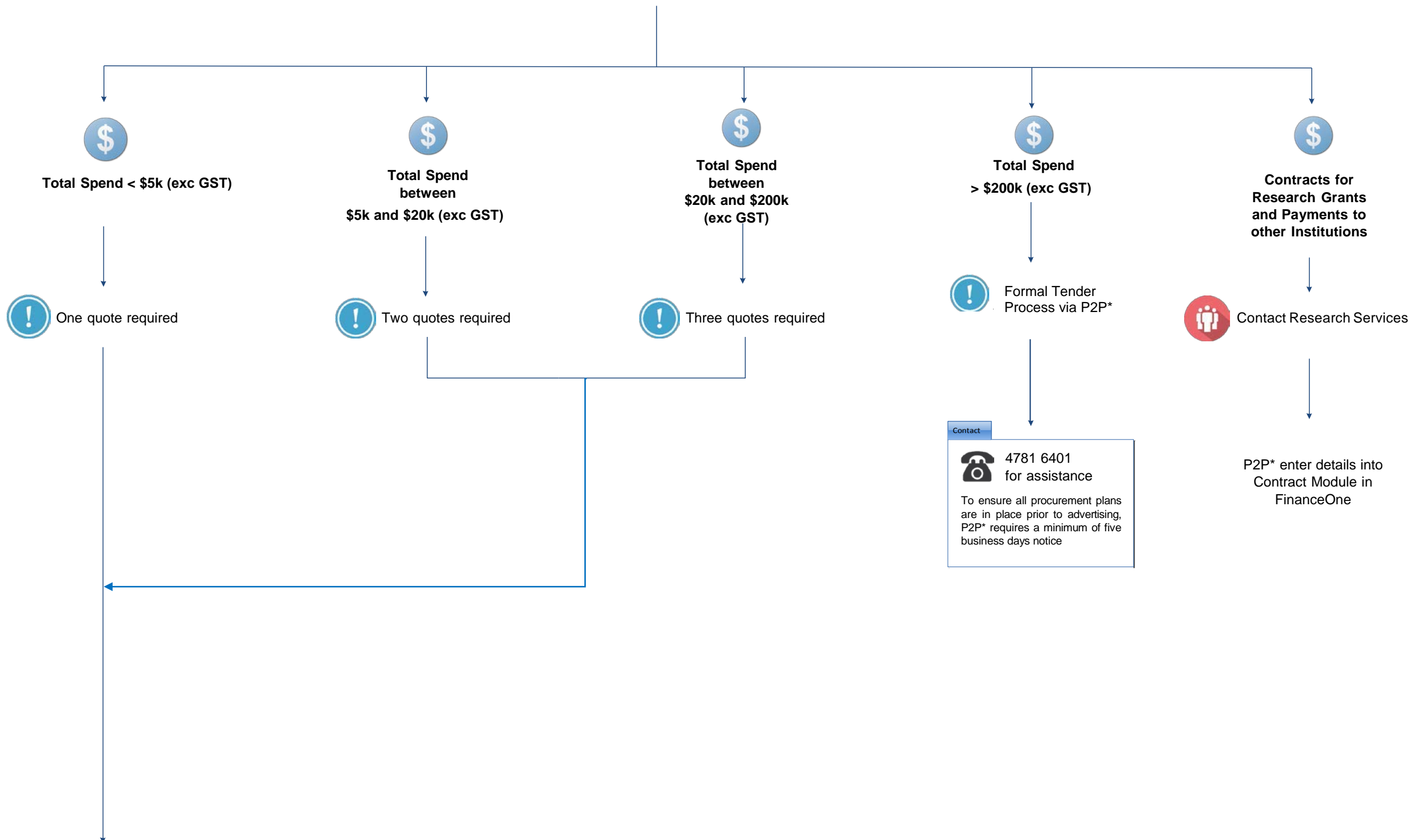
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<https://www.jcu.edu.au/strategic-procurement>



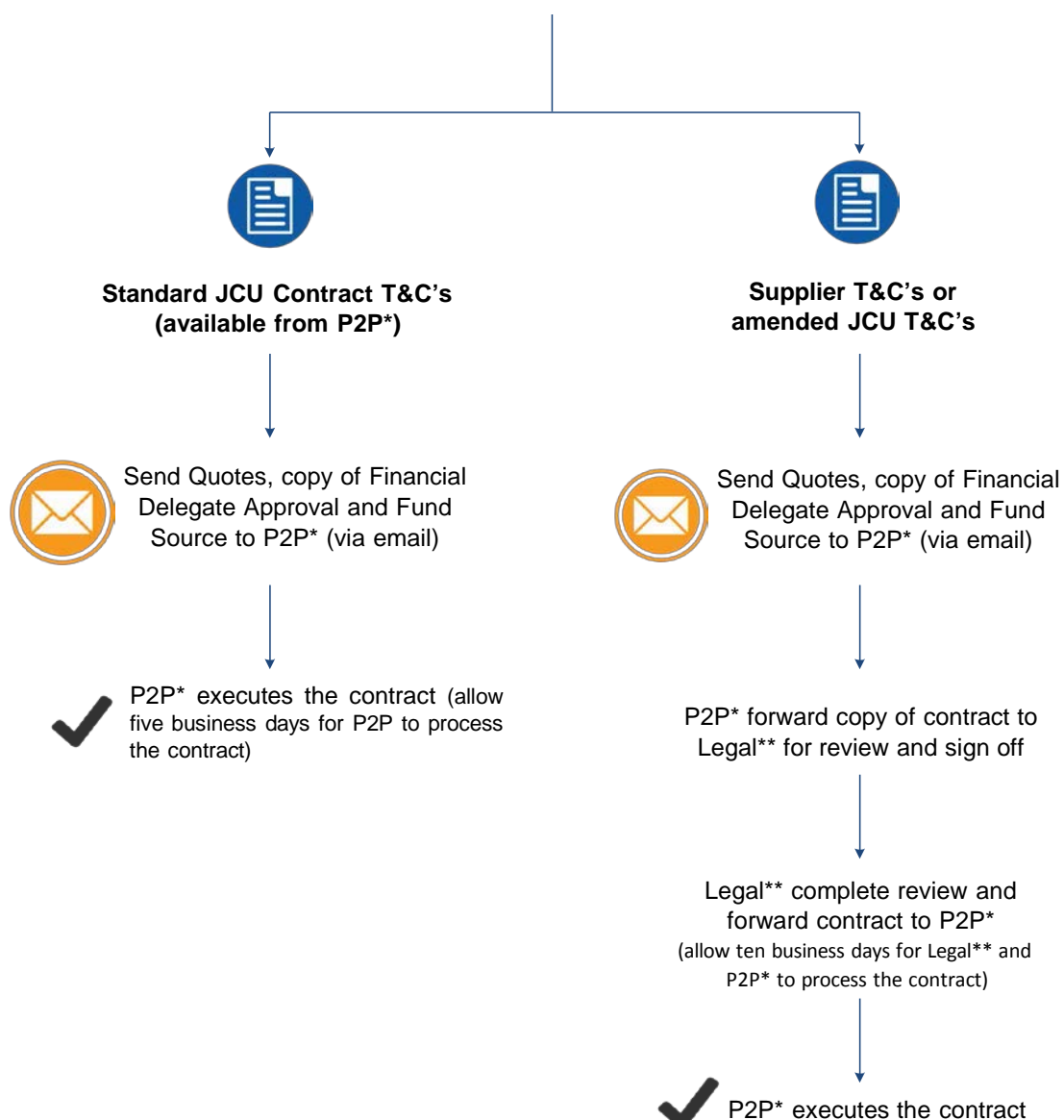
Before establishing a contract, take your time to answer:

- How Much is the Total Spend of the Contract?
- Is it a contract from a Research Grant?
- Is it a contract for payments to other institutions?



Which Terms and Conditions (T&C's) apply?

Note: If value is less than \$10k a purchase order is sufficient



What is a Contract?

A **contract** is a legally enforceable promise to which all parties agree. It can also be called an agreement which creates a mutual set of obligations to do certain things that the parties are bound, at law, to carry out. Contracts should be established for regular on-going purchases of goods and services and for all consultancy engagements. One off purchases <\$200k should follow the purchase order process.