

Finance & Procurement Services

Procurement Update - December 2025



Flinders University



Meet Our Team

Get to know the people behind Procurement Services:

Category Managers:

- **Deborah Ashdown** Manager Procurement & Category Manager (Colleges and Portfolios)
- **Suzanne McCormick** (IDS)
- **Amy Norberts** (Colleges and Portfolios)
- **Clare Coupar** (Capital Development and Strategic Infrastructure Projects)
- **Aidan Pirakis** Telecoms, Mobile Phones, Travel
- **Trish Price** Procurement Administration and Support
- **Leathica Henry** Procurement Analyst
- **Kathryn Lloyd** and **Rebekah Cowell** Procurement Officers

For more information, visit the Procurement [webpage](#).

Policy & Compliance

Procurement compliance is more than following rules—it safeguards the University from legal, financial, and reputational risks.

Adhering to policy ensures:

- **Legal protection:** Avoid penalties and lawsuits.
- **Transparency & trust:** Builds confidence with suppliers and stakeholders.
- **Cost control:** Prevents overspending and maverick purchases.
- **Audit readiness:** Standardised processes increases transparency and make audits smoother.

For more details, see the Procurement Policy link below.

Procurement Policy

Click!

Conflicts of Interest & Probity What is Probity?



Probity refers to the quality of having strong moral principles such as **honesty**, **integrity**, and **decency**. In procurement, probity is a cornerstone of ethical behaviour, ensuring that actions and decisions are made transparently and fairly, and there is clear accountability. It means:

- Acting with integrity, honesty, and fairness in all procurement activities.
- Ensuring processes are defensible and free from bias, manipulation, or undue influence.
- Managing conflicts of interest appropriately.
- Maintaining transparency and accountability in decision-making.
- Adhering to policies and practices that promote good faith and responsible use of resources.

Probity is not just the absence of corruption or dishonesty—it is about making decisions with the right intentions and upholding the highest standards of ethical conduct in every aspect of procurement.

Quick Tips:

Declare Conflicts of Interest early, maintain transparency. If you suspect there may be a conflict, speak to Procurement.



To view the Probity Video please contact the Procurement Team

At a glance Purchasing Requirements

Values Below \$100,000 (ex gst) over contract term

Value (ex GST)	Quotation Requirement	Certified Indigenous Businesses
Up to \$7,500	Single written or verbal quote	Single written quote
\$7,500 to \$25,000	Two written quotes	Single written quote
\$25,000 to \$100,000	Three written quotes	Two written quotes

-  Splitting orders to reduce individual costs is **NOT** permitted
-  Any conflict of interest must be declared

Values Above \$100,000 (ex gst) over contract term



Open-market Tender (request for Proposal or quote)



Selective Tender (targeted providers)



Direct Negotiation (limited or single provider)

 Procurement Services will manage the end to end procurement process

 Approval Thresholds:
 \$100,000 - \$300,000: Associate Director F&PS or delegate
 Above \$300,000: SPC approval



Factor in the Total Contract Value (TCV), which includes purchase costs, licence fees, maintenance, implementation, consumables, any additional ICT or building requirements.

Important Reminder: Quotations, Exemptions, and Documentation for \$25,000-\$100,000 Procurements

- Three written quotes are **required for all purchases in this range** (two for certified Indigenous businesses).
- Exemptions **must be approved by an authorised delegate** and documented using the **official exemption from quotation form**.
- All quotes and exemption forms **must be retained locally and made available for audit**.
- **Splitting orders to avoid requirements is not permitted**.

For questions please contact Procurement Services.

How to engage procurement

- Always engage Procurement for new purchases or variation over \$100k by raising a ticket in Service One/Legal and Insurance/Non-Research Contract.
- Use the Procurement inbox for general queries.



Preferred Suppliers

Why Use Preferred Suppliers?

- Competitive pricing and reliable quality.
- Faster, simpler ordering.
- Reduced risk and better compliance.
- Contracts have already been agreed.



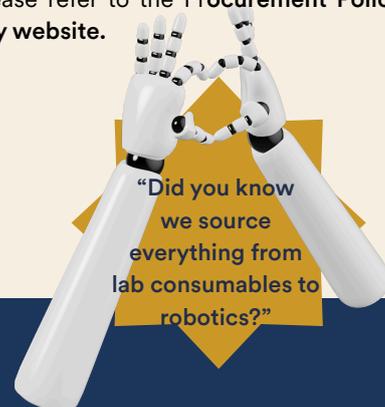
Choosing preferred suppliers helps the University save money and streamlines processes.

Gift Cards

The University has a contract in place with a gift card seller (GiftPay). A new Gift Card user request setup form has been created to assist with ordering and the form can be requested via the procurement inbox.

Indigenous Engagement

Supply Nation connects the University with certified Indigenous businesses, supporting supplier diversity and economic opportunities for First Nations people. The University is a Supply Nation member and promotes indigenous sourcing. If you chose to approach Indigenous supplier you need less quotes, please refer to the Procurement Policy on our Flinders University website.



For Instructions on creating a new contract, amending an existing one, or for any other queries, please contact: procurement@flinders.edu.au