

CREDIT CARD PURCHASE REQUEST FORM



REQUESTING OFFICER NAME: _____

POSITION: _____

DEPARTMENT (Please circle one): EXECUTIVE / CORPORATE / DEVELOPMENT / INFRASTRUCTURE /
COMMUNITY

PURCHASE DESCRIPTION: _____

SUPPLIER DETAILS: _____

COST EXPENDITURE TO GL ACCOUNT OR JOB NUMBER: _____

FULL EXPENDITURE AMOUNT: _____

GST STATUS (Please circle one): GST Inclusive / No GST Applies / GST Free Supplies

NOTE: *DOES THIS PURCHASE COMPLY WITH THE PURCHASING POLICY? DOES IT NEED QUOTES?
PURCHASING POLICY CONDITIONS – CHECK THIS REQUEST IS COMPLIANT!**

Purchasing Value (Excl GST)	Required Purchasing Process
\$0 - \$2,500	<ul style="list-style-type: none"> Direct purchase from suppliers. No quotation required. Market testing is encouraged.
\$2,501 - \$6,000	<ul style="list-style-type: none"> Obtain at least one written quotation (includes copies of supplier catalogues or websites). Market testing at least once p.a. via a quote is required.
\$6,001 - \$50,000	<ul style="list-style-type: none"> Seek to obtain at least three (3) written quotations from suppliers based upon a brief provided to suppliers outlining specified requirements. Supplier appointment directed by best value for money principle.

