

**Department of Education and Training
Purchasing Authority Register
under the *State Supply Commission Act 1991***

Position	Purchasing Approval Level (GST Inclusive)
Deputy Director General – Finance and Administration (DDG F&A)	> \$150,000
Director, Strategic Procurement (Director SP)	\$20,000 to \$150,000
Principals, Cost Centre Managers	Up to \$20,000 unless buying from a Common Use Arrangement (Buyers' Guide) or a Department of Education and Training Contract

**Department of Education and Training
Contracting Authority Register
under the *State Supply Commission Act 1991***

Contract Process	Contract Value					
	\$5k - \$20k	\$20k - \$150k	\$150k - \$500k	\$500k - \$1m	\$1m - \$5m	Over \$5m
Approval of Business Case	N/A	N/A	N/A	N/A	DDG F&A	DDG F&A
Approval of Procurement Plan	N/A	N/A	N/A	N/A	N/A	DDG F&A
Approval of Client Request Form	N/A	Director	Director	Director	Director / ED	Director / ED / DDG F&A
Approval to Advertise Tender	N/A	Manager	Manager	Manager	Manager	Manager
Award Contract #	Manager	Director SP	DDG F&A	DDG F&A	DDG F&A	DDG F&A
Approval of Contract Management Plan	N/A	N/A	N/A	N/A	N/A	DDG F&A
Exercise or decline extension options / Price variations to nominated value	Manager	Director SP	Director SP	DDG F&A	DDG F&A	DDG F&A

When procurement is undertaken through a Common Use Arrangement (CUA), Cost Centre Managers or Principals can award the contract subject to compliance with the CUA Buyers Guide Rules.