

Ordering Process for non-chemicals

Please note if you are ordering a chemical,
it must go through [Sciquest!](#)

For all other orders please fill in the Purchase Requisition Form, found here:

<https://staff.mq.edu.au/teach3/faculties-schools-and-colleges/faculty-of-science-and-engineering/department-of-biological-sciences/administration/administration-support>

The Purchase Requisition form can be for one supplier/company; for each different supplier you wish to use you will need a different form.

Select whether the prices is with or without GST with the check box. Most quotes should indicate whether GST is included in the price. If uncertain, leave the check box blank.

Fill in each line with the goods you need, with price and quantity. If your purchase is from an online store, include links on the form (preferably on a separate line). Remember to also fill in the section for what account or accounts will pay for the order (i.e. grant accounts, HDR accounts)

When you have completed the PO send it to fse.bio-adm@mq.edu.au, along with any quotes you have received from the supplier for these goods. You will require a quote if the PO is over \$5,000, and you will require three quotes if the PO is over \$10,000. If you cannot get three quotes you will need to write a justification detailing why you believe you are getting a good deal from the supplier. If it is over \$50,000 and you cannot get additional quotes there is another form that must be filled out (found at the same link above).

For Purchasing Stationery

Stationery must be purchased from Winc (winc.com.au) through our account. To request stationery, find the item number for the product(s) you want, or simply copy paste the link, and send it to fse.bio-adm@mq.edu.au along with an account from which it will be paid.