

# Purchase Order Exception List

## No Requisition / Purchase Order (PO) required

The following list categorises the types of expenses where a Purchase Order (via a Requisition) is not required. If an invoice falls into one of the categories listed below or is processed through the University's consolidated supplier invoice process, the invoice will be processed by Accounts Payable as a non-Purchase Order invoice.

Goods and/or service invoices identified as requiring a Purchase Order (i.e. they don't fall under the exception categories) will be directed back to the end user to raise a Requisition retrospectively, or if applicable, can be paid by corporate credit card.

### **Services – Additional service charges and fees**

- Banking – interest, facilities fees
- Credit card providers
- Commissions & rebates
- Insurance
- Fire Service - emergency alarm responses
- Property management services
- Rates, taxes & statutory levies
- Royalties & commissions
- Patent fees <\$10,000
- Stationery – valet service only
- Demurrage / extra shipping costs

### **Courier and delivery services** - third party services for delivery of goods for a purchase order

- Australia Post
- Couriers & freight (TNT, World couriers, FedEx)
- Import duties & customs clearance

### **Other Payments (by Kofax form or on invoice)**

- Examiner honorariums
- Homestay payments
- Exam/course reader printing
- Donations
- Student teacher mentor fees (Faculty of Arts)
- Medical – Workers Comp, medicals
- Staff – payroll deductions
- Staff – reimbursements
- Non-Staff – reimbursements
- ASPREN research participation payment to GP's

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## Other

- Land and buildings
- SAMHRI Consumables, equipment use, Bioresources and Cryogenic charges
- SAMHRI Card access vending machines
- Primary Industries SARDI Greenhouse charges
- ProVet (Vet School)
- SA Museum Laboratory Charges & Consumables for Biological Sciences.

## Consolidated invoice & preferred suppliers

- Milk (preferred supplier only)
- Energy – electricity, natural gas
- Telephone/Internet (preferred supplier only)
- Motor vehicles & motor fuel (refer [Motor Vehicle Procedures](#))
- MFD's & desktop print solutions. (preferred suppliers only)
- Gas cylinder container service charges (preferred supplier only)
- Lease payments IT equipment
- Novated lease payments
- Cab charge / chauffeured car service