Before placing any orders, check with your supervisor – they may request that you use a specific account code, or purchase from a specific supplier.

Contact the company you wish to purchase from and get a verbal / written quote (must provide a written quote for any item over $5000), including delivery charges.

Complete in full, the Purchase Requisition form – don’t forget to put down product codes, pack sizes, quote numbers and pricing exclusive of GST. If you don’t know the account code, check with your supervisor.

If the order is for an international company, put down the pricing in the currency of the company – don’t convert to Australian dollars.

Note: If you select “Return to Preparer – Yes” the order will be emailed to you and you will be responsible for sending it through to the supplier (this method is not the University preferred way of placing an order).

If you are ordering chemicals, you must provide MSDS’s for all chemicals and risk assessments for the category 4 and 5 chemicals prior to the order being processed.

The order form, along with any necessary paperwork (MSDS’s, risk assessments, written quotes) must then be emailed to your supervisor for them to approve the purchase. The supervisor is then to forward approved orders to the ordering team on your campus.

Order turn-around time is generally 24-72 hours depending on staff work-load, so don’t leave ordering to the last minute. Incorrect paperwork will result in delays.

You will be notified by email when your goods arrive. They will be available for collection from the L&ES Store (ka2.124) during stores hours (9-10am daily).
You need:

- Preferred supplier
- Account code
- Approval to proceed

- Ask for delivery costs also

- Complete in full

- Provide MSDS’s for all chemicals and risk assessments for the category 4 and 5 chemicals

- Send your order to your supervisor/account holder
- The supervisor/account holder will forward any approved orders to lesgord@deakin.edu.au

- Don’t leave orders to the last minute
- Incorrect paperwork will result in delays

- You will be notified by email when your goods arrive