

**When Do I need a Contract?**

- All recurring expenditure for the supply of goods and services.
- All one off construction and maintenance projects

Contracts provide:

- A description of what is required
- Binds parties to their duties/deliverables
- Establishes a time frame for delivery of the goods or services
- Secures payment
- Can provide recourse when the relationship fails

**General Enquiry:** procurement@jcu.edu.au

**Tender Support:** Richie Woods 4781 6401

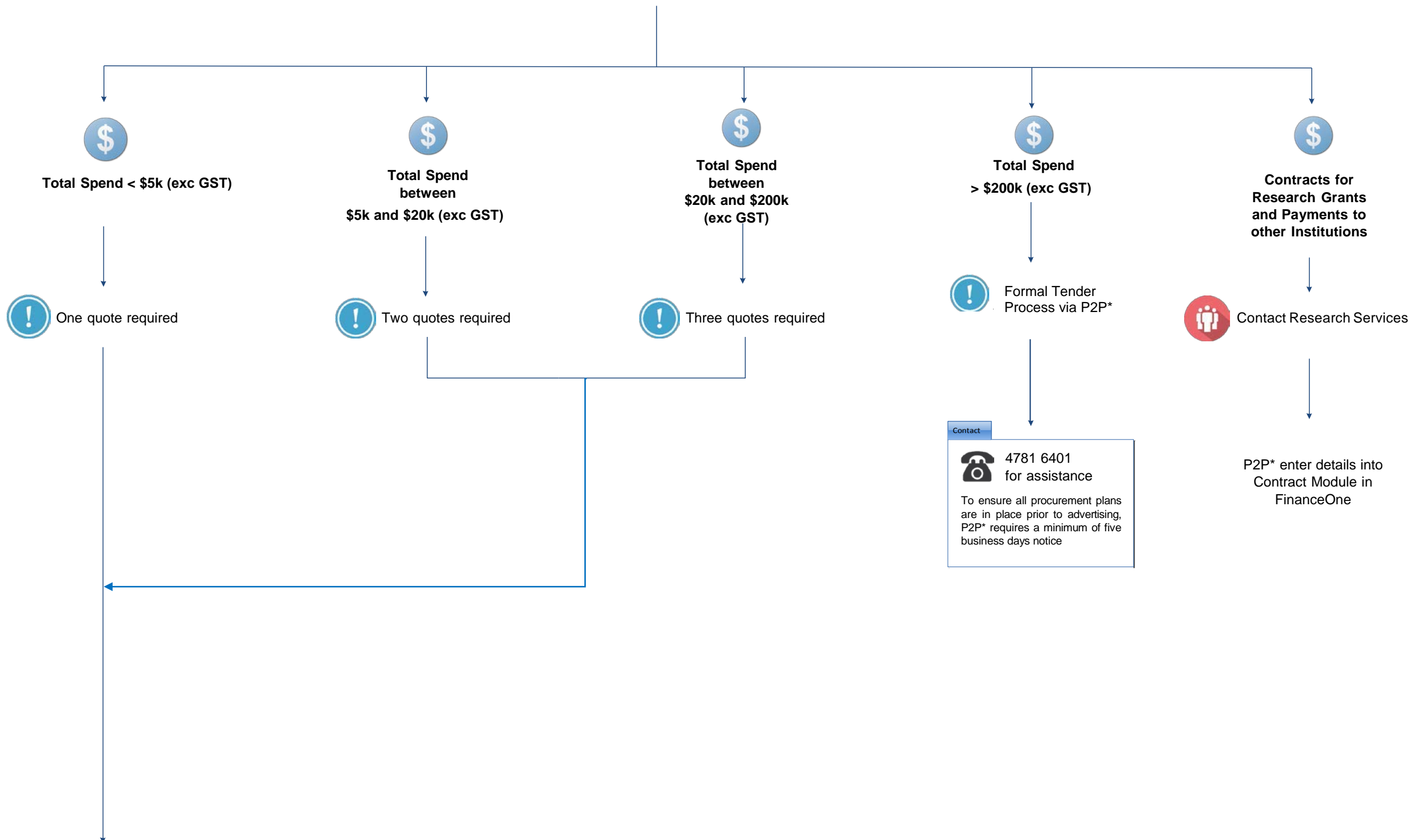
**Procurement Help:** Roxane McBryde 4781 4583 (Townsville)  
Eva King 4232 1133 (Cairns)

<https://www.jcu.edu.au/strategic-procurement>



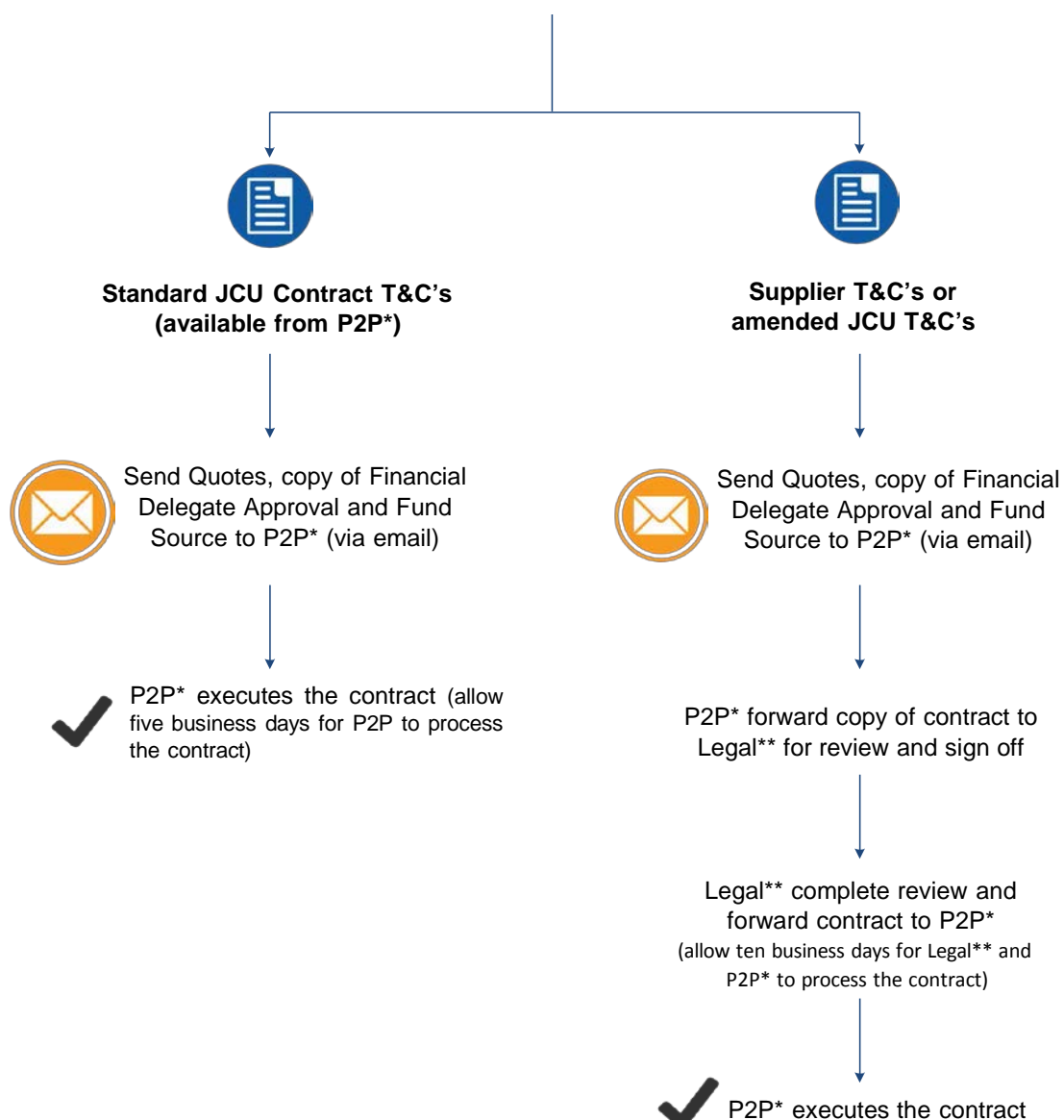
**Before establishing a contract, take your time to answer:**

- How Much is the Total Spend of the Contract?
- Is it a contract from a Research Grant?
- Is it a contract for payments to other institutions?



**Which Terms and Conditions (T&C's) apply?**

Note: If value is less than \$10k a purchase order is sufficient



**What is a Contract?**

A **contract** is a legally enforceable promise to which all parties agree. It can also be called an agreement which creates a mutual set of obligations to do certain things that the parties are bound, at law, to carry out. Contracts should be established for regular on-going purchases of goods and services and for all consultancy engagements. One off purchases <\$200k should follow the purchase order process.