

Authority to Purchase

A Purchase Order is the University of Queensland's (UQ) preferred method of payment authorisation and should always be requested. This Authority to Purchase should only be completed when a customer **cannot provide a Purchase Order**.

In order to approve and process payments to UQ, many customers insist on a Purchase Order to support all invoices received from UQ. In these situations, if a Purchase Order has not been supplied, the [Trade Billing team](#) reserves the right to decline an invoice request.

Why Request a Purchase Order?

Why request a PO?	Benefits	Disadvantages
Confirms an approved financial commitment from the debtor company's Accounts Payable (AP)	<ul style="list-style-type: none">Is an agreement between the debtor and UQ. Confirms the requirements of the transaction are agreed.Confirms financial capacity to pay UQ. Approval to UQ to proceed providing services. Guarantees payment to terms.Can automate payment if PO is recorded on invoice.Streamlines payments – identification and correct allocation of funds first time.Reduces wasted effort for Billing and Accounts Receivable (AR) teams.	N/A
Provides source of truth for raising bills	<ul style="list-style-type: none">Accurate billing first time.Reduces wasted effort adjusting bills.Improves chances of payment within terms. Reduces unnecessary collection activity.	N/A
Provides identification information about the company	May assist with credit risk checking to correctly identify the entity for risk management and for account set up in UniFi	N/A
Provides names and contact details	Necessary for seeking additional information, verifying provided information, and contact when performing collections.	N/A
Provides essential details for portal upload where applicable (refer to the Finance forms and resources page for full list)	<ul style="list-style-type: none">Invoices are paid in a timely manner.Able to track invoice approval and payment date.Reduces wasted effort for AR when invoice is raised without PO.	N/A

When to request completion of an Authority to Purchase?

Why request an ATP?	Benefits	Disadvantages
When a company is unable to provide a PO	<ul style="list-style-type: none">When correctly completed and signed by the debtor company, forms an agreement between them and UQIdentifies contact for collections and queries.	It is not a financial commitment from their AP specifically dedicated to paying UQ.
For one off purchases/expense reimbursements	Improves chances of payment to UQ.	It is not a financial commitment from their AP specifically dedicated to paying UQ.
Provides identification information about the company	May assist with credit risk checking to correctly identify the entity for risk management and for account set up in UniFi.	Relies on customer to complete details correctly.

Authority to Purchase



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Where a purchase order has not been provided or in the absence of a signed contract/agreement,
The University of Queensland requires a completed Authority to Purchase for the supply of goods and/or services.

Invoice To		Supplier	
Company Name		The University of Queensland Brisbane QLD 4072 Australia ABN 63 942 912 684	
ABN			
Attention To			
Email			
Phone			
Full Address		UQ Contact	
Accounts Payable Email		Name	
Email Invoice Copy To		Phone	
Reference		Email	

Pricing				
Description of Goods / Services	Quantity	Unit Price ex GST	GST	Total incl. GST
Total including GST				
Comments or Special Instructions				

Authorisation	
By signing below, you declare you are duly authorised to purchase on behalf of the organisation and authorise The University of Queensland to proceed with invoice delivery for the supply of goods and/or services detailed on this form on these <i>Terms & Conditions</i>	
Company	Signature
Full Name	
Title / Position	
Date	