

What can I use the Purchase Card for?

Any payment that you are unable to process through Unimarket up to \$3000.00, where the merchant accepts Mastercard.

Examples of goods and services Purchase Card can be used for (but not restrictive to):-

- Art & Craft supplies
- Bottles
- Catering supplies (Eg, sandwiches, fruit, juice, etc – except items relating to TRAVEL)
- Chemicals and cleaning
- Dry Cleaning
- Electricians
- Exam supervision
- Farrier services
- Food stuffs (Eg, Coles, Woolworths, etc – except items relating to TRAVEL)
- Freight
- Gas
- Glass
- Government fees and charges (eg. Waste disposal fees, application fees, etc – Not individual fines)
- Hire of equipment
- Lab supplies
- Medical products
- Memberships
- Newspapers & Magazines
- Paints
- Parts
- Pest Management
- Pet supplies
- Photocopier Copy Counts
- Photocopier Maintenance
- Plants
- Plumbers
- Printing
- Room Hire
- Rural & Hardware Supplies
- Spraying equipment
- Stationery supplies (ONLY if the item is not available from WINC)
- Stock feed
- Subscriptions (provided you have obtained the approval of the Library)
- Trading Stock
- Vehicle Parts and Accessories (filters, windscreens, oil, etc.) CSU vehicles only
- Vet supplies
- Waste Management
- Water Testing

Unimarket is the University's preferred procurement method and should be used wherever possible.