## Purchasing books, manuals, journals and information resources for your health unit

### Value

<table>
<thead>
<tr>
<th>Books</th>
<th>Manuals</th>
<th>Handbooks</th>
<th>DVDS</th>
<th>etc</th>
</tr>
</thead>
<tbody>
<tr>
<td>$&lt; 3k Inc GST</td>
<td>One quote required</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Ordering options:
   a. FAMMIS order (if supplier on system)
   b. Corporate card (if supplier has online shop)
2. Finding the best price?
   b. Sole supplier websites
3. FAMMIS orders
   a. As per usual ordering – raise requisition
   b. Cost Centre manager releases requisition
   c. Order placed with supplier
   d. If Supplier not on the system? Submit request to FAMMIS to add supplier
4. Corporate card purchases
   a. Complete [Corp card requisition form](http://example.com)
   b. Send to your Divisional Corporate Card Approver for approval

### Specialist resources

Specialist publishers and suppliers include:
- Pearson, ACER, Psychological Assessments, Test kits and forms, etc
- Patient resources, such as Australian Drug & Alcohol Foundation leaflets, etc

1. Ordering options
   a. As per Books (FAMMIS or Corporate card)
2. For test kits and assessment forms:
   a. Qualified registered user may be required
   b. User must be listed on purchase order or online order
   c. See individual supplier websites for how to register a user
3. FAMMIS orders – as per books
4. Corporate card orders – as per books

### Journals & Subscription items

Journal and annual subscription resources (eg annual print MIMS Abbreviated, databases like UpToDate, etc) are treated differently.
- For budgeting purposes, subscriptions are accrued on a monthly basis
- There are different pricing levels for print and / or online access and for individual or institutional subscriptions

Ordering options:
- a. Request an invoice from the supplier / publisher – submit for payment using CWISE
- b. Corporate card (if publisher has online shop)

### >$3k - <$10k Inc GST

Three quotes required

Ordering options as above. Please note:
- Check the Queensland Government contracts directory for existing Standing Offer Arrangements (SOA)
- For sole supplier situations, you must seek a procurement exemption from CHHHS CFO

### Before you purchase resources:

- Do you or the authorising cost centre manager have the correct financial delegation to approve the expenditure?
- Is the resource already available in your health unit or division? Is the resource available online via QHEPS?
- Is the resource already available via Clinical Knowledge Network? Does CKN provide access to similar resources? Check: [www.ckn.org.au](http://www.ckn.org.au)
- [Test assessment forms](http://example.com) can be copied under Copyright arrangements for Queensland Health purposes
- Does the Library & Knowledge Centre (LKC) already have a copy for staff to borrow? Search the catalogue at: [https://cairnshospital.intersearch.com.au](https://cairnshospital.intersearch.com.au)
- Check with Procurement and Purchasing regarding existing SOAs, for further help or if products are >$10k (inc GST)
- The LKC budget is used to purchase resources which are available for all staff to borrow, held in the LKC collection. LKC will not usually purchase resources already available via CKN

### GL codes that apply:

- BOOKS 511630 | JOURNALS 511615 | DVDs 511600 | FREIGHT 513000 | POSTAGE 513600