

Checklist for 'Sales of Goods and Services'

1. Are the types of Goods/Services offered for sale included in the University's '**Approved Classes of Sales**' (insert reference) approved by the relevant Vice-President, Assistant Vice-President, Deputy Provost or Vice-Provost?
YES – Go to 5.
NO – Go to 3.
2. The types of Goods/Services that a Department would like to offer for sale are determined in the first instance by the Department Head.
3. Has approval for the types of Goods/Services considered for sale been obtained from the relevant Vice-President, Assistant Vice-President, Deputy Provost or Vice-Provost?
YES – Go to 5.
NO – Go to 4.
4. No sales are permitted.
5. The form of the Contract/Agreement e.g. University invoice, Contract template; to be used is approved by the relevant Vice-President, Assistant Vice-President, Deputy Provost or Vice-Provost.
6. The actual negotiated sale Contract/Agreement e.g. Contract, used to document the actual sale of Goods/Services is approved by the Principal, Dean, Vice-Dean, Associate Dean, Director or Chair or Budget Head.
7. The University Invoice/Receipt issued is approved by the Principal, Dean, Vice-Dean, Associate Dean, Director or Chair or Budget Head.