

# Purchase of goods

## Contact

Accounting section (supplies section) at the administrative office of your faculty



The expenses of Kyushu University are primarily funded by people's taxes, necessitating a commitment to fairness, transparency, competitiveness, and economic efficiency in fund utilization.

In principle, Kyushu University employs a system in which individuals intending to make a purchase (e.g., faculty members) select the item, and the accounting section handles the purchase procedures.

However, exceptions exist for faculty members with allocated budgets authorized to place orders by their respective departments, or those receiving subsidies, etc. They are permitted to place orders for items below 1.5 million yen per contract.

- Contracts to purchase goods (research equipment, office supplies, leases, etc.)
- Contracts of services (repair of goods, maintenance of equipment, printing and bookbinding, etc.)

Orders exceeding 1.5 million yen require a purchase request form submitted to the department administration.

For items below 1.5 million yen

When selecting items to be purchased, prospective users (e.g., faculty members) must consider the intended use, conditions of the items and conduct market research before making a selection.

When choosing contractors, users should investigate potential suppliers of goods and services, typically obtaining quotations before finalizing agreements.

See MORE

Kyushu University Research Funds Handbook

[http://kenkyuhi-in.jimu.kyushu-u.ac.jp/handbook/handbook\\_en.pdf](http://kenkyuhi-in.jimu.kyushu-u.ac.jp/handbook/handbook_en.pdf)

Faculty e-Handbook

[https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2\\_Serial=ONIZP8WH](https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2_Serial=ONIZP8WH)