



Department of  
**Education and Training**

## Purchasing Online Authorisation Form

Registered Training Organisations (RTOs) wishing to apply for a Purchasing Online (POL) account must complete and submit **two forms** to the Department:

1. The **POL Application Form online**, which provides us with a range of mandatory information - available at <https://www.trainandemploy.qld.gov.au/tolaccess/apply.jsp>
2. This **Purchasing Online Authorisation Form** - completed by a legally authorised officer of the RTO.

RTOs must submit both forms. The POL Application Form online is submitted first, then this form - Purchasing Online Authorisation Form must be completed, scanned, and **emailed to [PurchasingOnline@dete.qld.gov.au](mailto:PurchasingOnline@dete.qld.gov.au)**

We will assess and verify all the information submitted, before deciding to grant a POL Account.

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Name of POL Account applicant	(Insert name of person applying for an account – this is the same person who submitted the Purchasing Online Application Form)
Legal name of RTO	
Trading name of RTO	
Name of legally authorised officer	

I hereby certify that I am a legally authorised officer to approve this POL Authorisation Form

Signature	
Position	
Date	
Email address	

If you require assistance, please call the Purchasing Online Helpdesk at (07) 3328 6893 or email [PurchasingOnline@dete.qld.gov.au](mailto:PurchasingOnline@dete.qld.gov.au)