Purchasing Procedures

When purchasing items, it is important to take proper steps before submitting the forms to help ensure an efficient accurate purchase.
The Purchase Requisition Form can be found on our website at http://www.bioe.umd.edu/forms

Please be sure to fill out the form completely with the following details:

- **Lab information**
  - PI’s or lab member’s name
  - Email and lab phone number

- **KFS Account Number**

- **Vendor Information**
  - Vendor name
  - Website or Agent email
  - Vendor contact information

- **Justification**
  - Clear and just explanation of how the item is related to the research project or needed for the lab
  - **Example of acceptable Justification:** “*Media is needed to grow cells for project relating to cancer therapy.*”
  - **Failure to properly justify item will lead to a delay in purchasing**

- **Requestor information and PI Approval**

- **For purchases with a specific vendor $5k or above not on Master Contract, a sole source and a quote is needed.**

- **Purchases $5k or above not requiring a specific vendor on contract will need at minimum a separate quote from three different vendors for Procurement to bid on the order.**

  - Master Contract vendors can be found here.
  - Sole source form can be found here: https://www.purchase.umd.edu/general/forms/sole.pdf
Example of completed Purchasing Requisition Form

Please make sure to complete ALL highlighted parts before submission

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fisher Brand Paste Dish w/ Clear Lid</td>
<td>270.43</td>
<td>1</td>
<td>270.43</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested by: [Name]
Ph. Approval: [Name]

Fisher Brand Paste Dish w/ Clear Lid

Number: 1-4985/0

Date: 01/16/2016

Total: $ 270.43

6/27/2016 9:33 AM
Form Submission

Completed forms* can be submitted electronically to bioepurchasing@umd.edu (link sends e-mail)
*please make sure to attach all supporting documents

Hard copies of the forms can be submitted to:
Fischell Department of Bioengineering
ATTN: Ron Noble
2207 Jeong H. Kim Building
8228 Stadium Drive
College Park, MD 20742