

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](http://www.bioe.umd.edu/forms) 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



UNIVERSITY OF MARYLAND
A JAMES CLARK SCHOOL OF ENGINEERING
FISHELL DEPARTMENT OF BIOENGINEERING

Supply / Equipment Order Form *Fischell Department of Bioengineering*

Shipping Information:

ATTN: **Anne Smith / Greg Lab**
University of Maryland
8228 Stadium Drive
2207 Jeong H. Kim Bldg.
Bioengineering
College Park, MD 20742
e-mail: **asmith@umd.edu**
Lab Phone: **301-405-5555**

Billing Information:

Ron G. Noble
University of Maryland
8228 Stadium Drive
2207 Jeong H. Kim Bldg.
Bioengineering
Phone: (301) 405-7426
Fax: (301) 405-9953

KFS Account # **1-456820**

REQ # _____

Vendor Information:

Vendor: **Fisher Scientific**
Website or **https://www.fishersci.com/**
Agent e-mail _____

Phone: **1.800.766.7000**
Fax: _____

Required for all purchases

Justification/Purpose of Order:

Disposables needed in order to continue experiments related to project for cell growth.

Product Description	Web Pg	Cat No.	Unit(s)	Unit Price	Subtotal
Fisher Brand Petri Dish w/ Clear Lid	https://www.fishersci.com/	FB0875713	1 case	270.40	\$ 270.40
Requested By: Anne Smith	Date: 01/16/2016	S&H		\$	-
P.J. Approval: Dr. Greg	Date: 01/16/2016	TAX EXEMPT		\$	-
Total				\$	270.40

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