How to Buy Equipment

Pick up a Purchase Requisition Please note that a single item To complete form, enter Complete name and address Form [RF-208] at the Office of must be over \$5,000 to be of the individual that the item vendor name, address and Research Administration considered equipment. phone. will be delivered. E1449. Go to If using a single source vendor (You're not getting bids) You http://www.ogs.state.ny.us/P Complete information where Obtain a quote/bids from urchase/Search/default.asp must provide a valid your preferred vendor. the invoice should be sent. documented justification for to determine if the vendor has the choice of vendor. a State or City contract. Bring the Purchase Requisition Complete Equipment Attach the quotes/ bids to the and Equipment Screening **Principal Investigator signs** Screening Certificate* [RFcompleted Purchase Certificate to Research **Purchase Requisition Form** 209] which must be signed by Requisition and Equipment Administration Room E1449 the Dean of their division or [RF-208]. Screening Certificate. for carrier to the Research the Department Chair. Foundation. Once the item is received and Research Foundation will functions to your satisfaction, issue a Purchase Order (PO) please follow the steps of: and send it to the vendor. How to Pay an Invoice

^{*} Please note the certificate is attached to the Purchase Requisition Form.