How to Buy Supplies

Pick up a Small Order Form at the Office of Research Administration Room E1449.

Note a single item less than $5,000 qualifies as supplies.

To complete form enter vendor name, address and phone.

This will be your Purchase Order.

Complete name and address for individual the item will be delivered to.

Complete information where the invoice should be sent.

Make up your own *Order Number* on the Small Order Form.

E.g. RAO112A

In the box labeled "*Terms*" you must enter NET 30.

Obtain a quote/ bid from the vendor.

Principal Investigator signs the Small Order Form

Fax the Small Order Form to the vendor.

If vendor does not accept Purchase Orders. You must pay out-of-pocket and get reimbursed.

Once the item is received and functions to your satisfaction , please follow the steps of:

How to Pay an Invoice

If vendor does not accept Purchase Orders. You must pay out-of-pocket and get reimbursed.