How to Buy Equipment

Pick up a Purchase Requisition Form [RF-208] at the Office of Research Administration E1449.

Please note that a single item must be over $5,000 to be considered equipment.

To complete form, enter vendor name, address and phone.

Complete name and address of the individual that the item will be delivered.

Complete information where the invoice should be sent.

Obtain a quote/bids from your preferred vendor.

Go to http://www.ogs.state.ny.us/Purchase/Search/default.asp to determine if the vendor has a State or City contract.

If using a single source vendor (You’re not getting bids) You must provide a valid documented justification for the choice of vendor.

Principal Investigator signs Purchase Requisition Form [RF-208].

Complete Equipment Screening Certificate* [RF-209] which must be signed by the Dean of their division or the Department Chair.

Attach the quotes/bids to the completed Purchase Requisition and Equipment Screening Certificate.

Bring the Purchase Requisition and Equipment Screening Certificate to Research Administration Room E1449 for carrier to the Research Foundation.

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

Research Foundation will issue a Purchase Order (PO) and send it to the vendor.

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