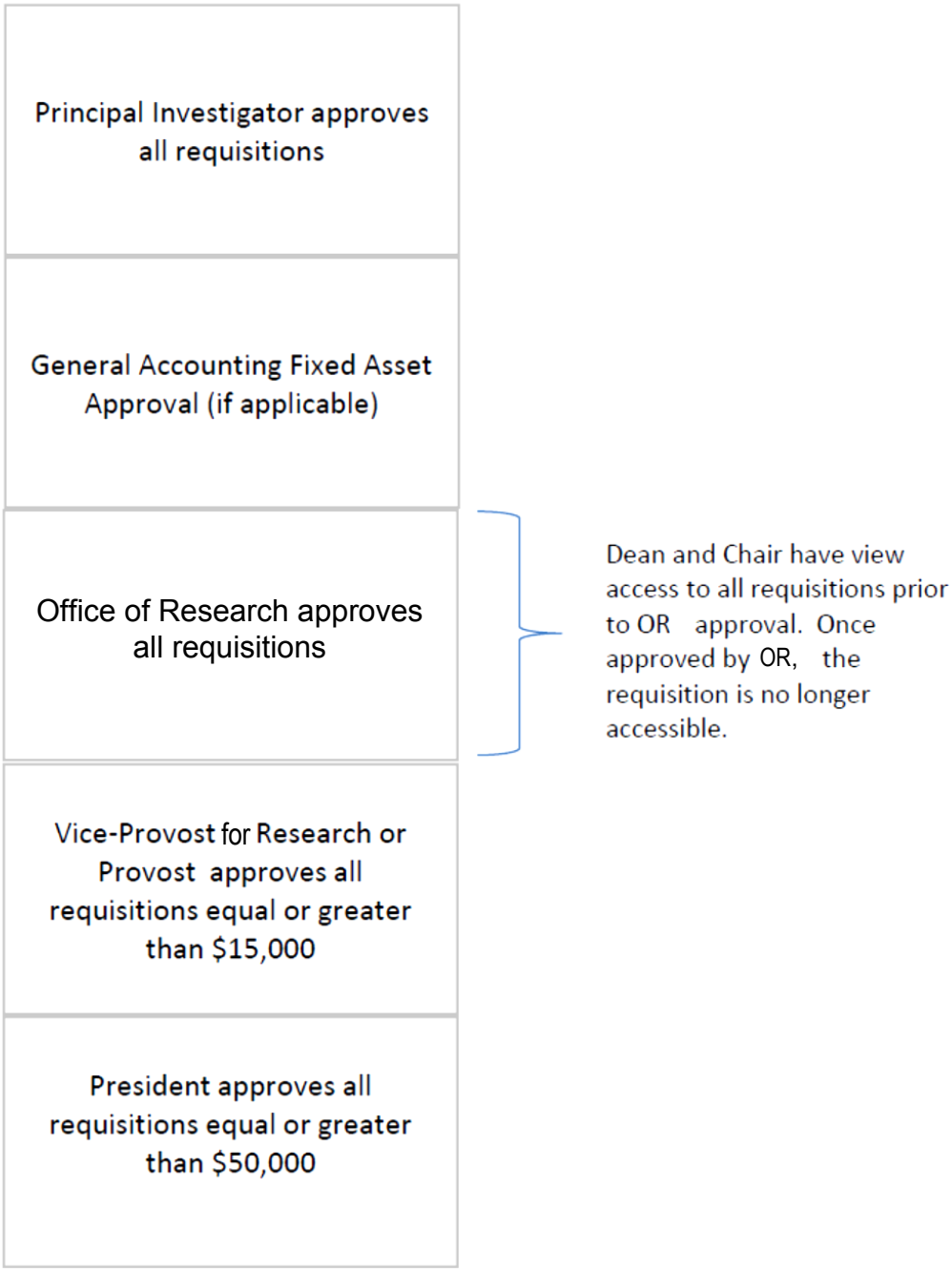
Streamlined Procedure for Processing of Purchase Requisitions from Grants and Contracts

Office of Research

Following the faculty input and discussions with the budget office on improving the purchase requisition process, the procedure for processing for purchasing from research grants and contracts has been streamlined with a revised and more efficient approval queue. The new process is now operational with effect from September 8, 2015.

The approval queue in the purchasing process outlined below is only for the requisitions that are initiated by Principal Investigators or authorized personnel for purchases from research grant and contracts. Specific steps in the approval queue process are as follows:

1. Principal Investigator (PI) or designee on a research grant or contract initiates the purchase requisition process by entering and approving it in the Banner system.
2. If the purchase requisition is for a “fixed asset” (such as equipment of $5,000 or above), the requisition is approved by General Accounting and sent to the Office of Research
3. Department chairs and college/school deans have viewing access of all requisitions at this stage of processing.
4. Office of Research approves all requisitions. If there is any issue with respect to the purchase (such as installation of a large equipment or biosafety), an email is sent to college/school dean and department chair for their information and any verification as needed.
5. If the requisition is for the purchase equal to or greater than, $15,000, approval of Vice provost for Research is required.
6. If the requisition is for the purchase equal to or greater than, $50,000, approval of President is required.
7. The approved requisition is processed for issuing a purchase order.

If the PI would like a copy of the purchase order, it should be requested at the time of entering the requisition in Banner system.

Proposed Approval Flow