General Guidelines

If an order contains hazardous materials, chemicals, minor or major equipment or the total exceeds $2500, the order must be submitted to the department for processing using the lab order request form.

If an order does not contain chemicals, hazardous materials and is for general laboratory supplies, you can place the order with the purchasing card.

You do not need to supply a quote for all orders, quotes are only required when special pricing is offered.

PCARD Purchases

A large number of items can be purchased with the Pcard (examples below). The Pcard can also be used on purchases that have a quote. Quotes do not have to have to be processed by the department unless it is an unallowable Pcard expense (examples below).

Allowable Pcard Purchases: general lab supplies (pipet tips, gloves, glassware, etc.), PCR kits, primers, FBS, agars, RNA/DNA preps, most items in the Invitrogen SIF & Fisher Storeroom items.

Unallowable Pcard Purchases: Alcohols, gases, chemicals, radioactive materials, animals, equipment, drugs/controlled substances and orders that total over $2500.

Department Purchases

All items that are not allowed for purchase with the Pcard must be submitted to the department for processing. The department order request form must be completed and include all necessary information. The vendor, item number and description must be listed.

All items that require an IT (gases, work orders, alcohols)

All chemicals/hazardous materials

All orders exceeding $2500 and major/minor equipment purchases

Rush orders can be placed if an item is needed right away (additional shipping charges would apply), be sure to state that the item is urgent when submitting your order.