

Non-Federal Sponsored Research Purchasing Process

Step 1	Gather the required information	<ul style="list-style-type: none"> • Determine the project account number, GR##### • Write the business purpose • Determine the cost • See step 1B for more required information
Step 1B	Additional information / documentation requirements	<p>The following types of purchases require additional information and/or documentation:</p> <ul style="list-style-type: none"> • Consultants: eMail the information in step 1 along with the consultant eMail address to the assigned RA, so that information for supplier set up and the independent contractor determination checklist may be sent directly to them. • Computers & Software: eMail the information in step 1 along with the approved IT security review for computer & software quotes to Psy.RA.Student@exchange.asu.edu. All Dell and Apple purchases must be completed by the RA office. <ul style="list-style-type: none"> ○ The security review request form is found at the following link: https://tools.clas.asu.edu/#!/teamwork/review
Step 2	Determine whether the purchase can be made via SunRise	<ul style="list-style-type: none"> • If yes, submit a SunRise order. • If no, <ul style="list-style-type: none"> ○ Go to step 3 for purchases <u>less than \$10,000</u>, ○ Go to step 4 for purchases <u>\$10,000 to \$25,000</u> ○ Go to step 4 for purchases <u>\$25,001 to \$100,000</u> ○ Go to step 4 for purchases <u>greater than \$100,000</u>,
Step 3	Determine if the supplier accepts credit card payments	<ul style="list-style-type: none"> • If yes, use the PCard tied to the project incurring the expense. <ul style="list-style-type: none"> ○ Always review the PCard Restriction list before making a purchase. ○ If there is no PCard tied to the project, contact your assigned RA to discuss other PCard options. • NOTE: Do not use a PCard tied to any other project before discussing with your assigned RA. • If no, go to step 4.
Step 4	Make a request for a Purchase Order	<ul style="list-style-type: none"> • Complete the Request for Purchase/Reimbursement form • eMail the completed form to Psy.RA.Student@exchange.asu.edu along with: <ul style="list-style-type: none"> ○ If the cost is <u>\$1 to \$25,000</u>: <ul style="list-style-type: none"> ▪ 1 quote from selected supplier ▪ Was a small business with less than 100 employees or less than \$4 million in revenue during the most recent fiscal year used? If not, explain why you've chosen to work with this supplier. ○ If the cost is <u>\$25,001 to \$100,000</u>: <ul style="list-style-type: none"> ▪ Multiple quotes, including one from selected supplier <ul style="list-style-type: none"> • If multiple quotes were received but the lowest bid was not chosen, explain why. • If attaching only one quote when multiple quotes are required, explain why. ▪ Was a small business with less than 100 employees or less than \$4 million in revenue during the most recent fiscal year used? If not, explain why you've chosen to work with this supplier. ○ If the cost is <u>greater than \$100,000</u>, formal request for proposal is required. <ul style="list-style-type: none"> ▪ Contact assigned RA to set up meeting with Procurement.

eMail Psy.RA.Student@exchange.asu.edu with purchasing process questions.