

PURCHASING EXPECTATIONS

- Account number must come from PI
 - If the name of the account is provided by PI, come see us for the account number
- Delegation on account(s) comes from PI
 - If you are ordering over the delegated amount or on a non-delegated account, you must have PI approval. You will either:
 - Place PI in the approval flow
 - Upload a PDF of the approval from PI (email with items being purchased, amount, and vendor with PI approval reply or approved/signed purchase requisition)
- Project benefit or business purpose is in comments or line item comments/notes

BUSINESS PURPOSE/PROJECT BENEFIT JUSTIFICATION

The Reason It's Required

The university has an agreement with the federal government (Department of Health and Human Services) that we must follow for cost accounting standards. The benefit will answer questions and provide unquestionable certainty that the items comply with the Uniform Guidance.

Business Purpose/Project Benefit: The Difference

1. Business purpose – how will the item(s) be used to further the mission of the school/university?
2. Benefit to project – how will the item(s) be used for the project to complete the scientific objectives outlined in the narrative?

Benefit: The Must-Have's for Each Order

- Adequate explanation detailing how purchases are necessary and reasonable for the performance of the project
 - Example: Barium hollow cathode lamp to measure Ba elemental content of zeolite samples using atomic absorbance spectrometer for the (name) project.
- If cost are split between multiple projects/accounts:
 - How item(s) are being used by each individual project?
 - How is the split being determined?
 - Example: based on usage amounts
 - project x needs (amount)/project y needs (amount)
 - item(s) will be divided equally between projects and labeled accordingly
 - Example: based on days used with easy math
 - project x uses equipment (days)/project y uses equipment (days)/project z uses equipment (days)
- If in the final 90 days of the project, the benefit must note **BOTH**:
 - how the item(s) benefit the project 100%
 - how item(s) will be used by project end
 - **If item(s) will not be used by the end or completely, the purchase should be split with a discretionary account provided by PI

REMINDERS

- Ariba is the **FIRST** place to turn to for purchases
- Credit Card purchases
 - DO NOT STORE CARD INFORMATION ON WEBSITES
 - Is to be used for small, local purchases or hospitality (under \$250)
 - Larger purchases:
 - Vendor not in Ariba
 - Accepts credit cards
 - Has provided an invoice
- Amazon
 - All Amazon.com orders **MUST** go through business office
- Orders over \$10,000 must go through the Procurement Purchasing Process
 - <https://www.purdue.edu/business/procurement/pdf/process10krequest.pdf>
- ALL computer purchases **MUST** go through ECN request/approval process
 - These cannot be placed on sponsored funds, unless:
 - Must have written sponsor prior approval (this will come from the PI and should be uploaded as an attachment)
 - Pre-approved in budget justification (PI will be able to confirm)
 - <https://engineering.purdue.edu/ECN/Support/KB/Docs/PCDesktop>
 - <https://engineering.purdue.edu/ECN/Support/KB/Docs/PCLaptop>
- ALL printer purchases **MUST** go through the Canon
 - These cannot be placed on sponsored funds, unless:
 - Must have written sponsor prior approval (this will come from the PI and should be uploaded as an attachment)
 - Pre-approved in budget justification (PI will be able to confirm)
 - A quote from Cannon must be uploaded as an attachment
 - <https://engineering.purdue.edu/ECN/Support/PrinterPurchase>
 - The copy/print form must be uploaded as an attachment