

J. R. Macdonald Lab Ordering Procedures

All proposed orders will be written on a yellow order sheet, and submitted to the appropriate lab representative for signature on the “approved” line. The order will then be assigned a P.O. (purchase order) number.

The ordering procedure must comply with the regulations of the KSU central Purchasing Office. The categories are:

1. Orders for a total amount less than or equal to \$5,000 INCLUDING shipping cost.
2. Orders totaling \$5,000 or more.

1. These items can be ordered directly from the vendor by telephone. Some vendors may ask you to type the order on an official letterhead and fax it to them. You are encouraged to shop around and be aware of multiple vendors for items of interest to you.

2. For these items, we write specifications and send them to the main purchasing office in Anderson Hall. The Purchasing office sends these specifications to our recommended vendors on their own official forms. After about 2 weeks (3 weeks for > \$10K) we receive the bids. If we want any vendor other than the low bidder, we must state **why** and exactly which of our original specifications are not satisfied by the low bidder.

The central Purchasing Office of KSU frowns on the practice of splitting large orders into multiple smaller orders for the purpose of avoiding the bid process.