**EP Dept Purchase Request Guide**
For Grad Student Research Group Use

- **Simplified Bids**
  - For Orders $5,000 to $49,999
  - Students provide
  - Obtain quotes from 3 vendors for item(s).
  - Complete *Simplified Bidding Record*.
  - Complete EP Dept *Purchasing Intake Form*

- **Formal Sealed Bids**
  - For Orders $50,000 or more.
  - Students provide
  - Complete *Bidding Questionnaire Form*.
  - Prepare specs for equipment required.
  - Complete EP Dept *Purchasing Intake Form*

- **From Contract Vendor**
  - For orders $5,000 and up
  - Students provide
  - Obtain quote from contract vendor.
  - Complete EP Dept *Purchasing Intake Form*

**Avail only from sole vendor?**

- **YES**
  - Complete a *Non-Competitive Purchase Request Form*

**Route all to your assigned research administrator:**

- Dept staff will prep any required requisition to stage for UW Purchasing Services