

# 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  
[Purch 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