EP Dept Purchase Request Guide
For Grad Student Research Group Use

START

Avail from CONTRACTED VENDOR?

Avail only from SOLE SOURCE VENDOR?

For Orders $50,000 or more.

Simplified Bids

For Orders $5,000 to $49,999

Complete Dept Purchasing Intake Form

Route all to your assigned research administrator:

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

Obtain quotes from 3 vendors for item(s).

Complete Simplified Bidding Record.

Students provide

Obtain quote from contract vendor.

Obtain quote from sole source vendor.

Complete a Non-Competitive Purchase Request Form

Avail from CONTRACTED VENDOR?

Avail only from SOLE SOURCE VENDOR?

Obtain quote from sole source vendor.

Complete Dept Purchasing Intake Form

Students provide

Obtain quote from sole source vendor.

Complete list of specifications for equipment needed for bids by vendors. Ensure large electrical equip needed is UL certified.

Students provide

For Orders $50,000 or more.