Common Purchase Types

SRM Purchase Orders
Procard not allowed
- VWR, Fisher, Life Sciences Preapproval – PI, Kesner Use order form
- Grainger Preapproval - PI Use order form
- AWG Preapproval – PI, Fogle Use order form
- VWR, Fisher, Life Sciences, Grainger Preapproval – PI Send to Fogle Use order form
- Dell, MoreDirect, CDW, Office Depot Preapproval Peripherals PI and Carr Use order form
- Office Depot link Preapproval - PI Use order form

Procard <$499
- Sigma, other non SRM vendors. Preapproval – PI, Kesner Use order form
- McMaster Carr, Digikey, other non SRM Approval assumed on PI’s card No order form, procard voucher
- Limited options, do not use procard without prior approval
- Send to Fogle PI purchases No order form, procard voucher
- Limited options, do not use procard without prior approval
- Limited options, do not use procard without prior approval

Procard $500 to $4,999
Supervisor preapproval required
- Sigma, other non SRM vendors. Preapproval – PI, Kesner Use order form, procard voucher
- McMaster Carr, Digikey, other non SRM Approval assumed on PI’s card No order form, procard voucher
- Limited options, do not use procard without prior approval
- Send to Fogle PI purchases No order form, procard voucher
- Limited options, do not use procard without prior approval
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Over $5,000 and not SRM, need quote contact business office. Use order form. Preapprovals – PI, lab manager, department as appropriate

Notes
1. List is not inclusive, only common BAE vendors listed
2. If you have questions, ask
3. Department money, excluding startup or internal orders, Montross (Tolliver delegate) preapproval
4. Most cases, cardholder supervisor is Montross (Tolliver delegate)
5. Travel, meals, and other items are a separate process
Approvals and Process Flow for Common Purchases
Starts with (grad student email to PI), PI forwards email and approval to:

**SRM Purchase Orders**
- Lab chemical/supply/biological/equipment
- Gases
- Equipment
- Engineering supplies/shop supplies
- Computing and Printers
- Office supplies, ink and toner

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Post processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kesner approves and orders</td>
<td>PI notified of PO number Fogle or Kesner confirm</td>
</tr>
<tr>
<td>Fogle approves and orders</td>
<td></td>
</tr>
</tbody>
</table>

**Department funds – Montross**

**Tolliver**

| 1. Send to Fogle to check utilities |
| 2. Fogle sends to bae.business |
| PI send to bae.business |

| 1a. Computers, tablets Carr gets quote |
| 1b. Peripherals send to bae.business |
| Send to bae.business |

**Procard Orders**
- Lab chemical/supply/biological/minor equipment
- Gases
- Equipment
- Engineering supplies/shop supplies
- Computing and Printers
- Office supplies, ink and toner

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Supervisor approval</th>
<th>Post processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kesner approves</td>
<td>Supervisor approval if over $500</td>
<td></td>
</tr>
<tr>
<td>Do not use procard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send to Fogle for utility check</td>
<td>A. PI purchase</td>
<td></td>
</tr>
<tr>
<td>No additional approvals</td>
<td>B. PI sends voucher, order form (if chemical), and receipt in one pdf to bae.business</td>
<td></td>
</tr>
<tr>
<td>Do not use procard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do not use procard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Department funds – Montross or Tolliver**

| A. PI notified of PO number and packing slip to bae.business |
| B. Purchaser returns order form (with PO number) |

**Supervisor approval**

**Post processing**

- Montross or Tolliver