

PURDUE

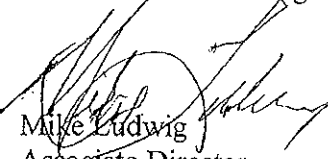
U N I V E R S I T Y

Sponsored Program Services

TO: Business Managers, Accounting Staff, SPS Staff, Regional Campuses
FROM: Mike Ludwig, Associate Director, Sponsored Programs
DATE: February 5, 2007
SUBJECT: Special Processing for Capital Equipment Greater than \$50,000

Capital equipment purchases greater than \$50,000 and charged partially or entirely to a sponsored program account will require special processing in the OnePurdue system. SPS review of these transactions is necessary to assure that sponsor approval for the purchase has been obtained and to assure that any required equipment screening procedures have taken place and are documented.

For these orders, business office staff must add Ruthann Sims (user name = RSIMS) as a dynamic approver. Ruthann will review each of these orders and add the appropriate SPS Account Manager as a dynamic approver. Questions regarding this procedure should be addressed to Tom Wright at: tbwright@purdue.edu.



Mike Ludwig
Associate Director
Sponsored Programs Administration