

## PROCESS FOR REQUESTS FOR PURCHASE \$10,000 AND OVER

1) Go to the Procurement Services Webpage at <https://www.purdue.edu/business/procurement>  
You can either access the form by going into the **Faculty, Researchers, and Staff** tab or **Requesters, Approvers, and Receivers** tab as shown below.



2) Click “Submit Purchase Request” Under Request for Purchases \$10,000 and Over

### Requests for Purchase \$10,000 and Over

- Purchase Request Instructions



[Submit Purchase Request](#)

- Check My Purchase Requests

3) Complete the Request for Purchase \$10,000 and Over providing as much information as possible. Required fields are marked with a red asterisk (\*).

4) “Customer Contact Information” is the information for the person that will be the owner of the purchase or primary end user (ie; professor, researcher, requester). Look Up Directory is available.

**Customer Contact Information**

Name/Career Account:	<input type="text"/>	  *
Preferred Name (optional):	<input type="text"/>	
Department:	<input type="text"/>	
Email:	<input type="text"/>	
Phone:	<input type="text"/>	

The \* denotes a Required field.

5) “Business Office Contact” is the person(s) that will be entering your requisition.

**Business Office Contact**

Business Office Contact Email:	<input type="text"/>
<i>Please visit the <a href="#">SPS Central (Generic) Business Office Email Lookup</a> if you do not know your business office's e-mail.</i>	
If you work with a Procurement Center, please specify the center name:	<input type="text"/>

If you know the actual email you can enter it in the appropriate field.

If you do not know the actual business office contact Click “[Central \(Generic\) Business Office Email Lookup](#)”

**Business Office Contact**

Business Office Contact Email:	<input type="text"/>
<i>Please visit the <a href="#">SPS Central (Generic) Business Office Email Lookup</a> if you do not know your business office's e-mail.</i>	

The Generic Business Office Email Lookup will appear

## Generic Business Office Email Lookup

Type in a department number to find the generic Business Office email address.

Cost Center Number:	<input type="text"/>
OR	
Legacy Department Number:	<input type="text"/>
OR	
Cost Center Name:	<input type="text"/>
<input type="button" value="Go"/> <input type="button" value="Reset"/>	

[Click here to see the entire Department Cost Center Crosswalk.](#)

**Input Cost Center Number, Department Number, or Cost Center Name if known and click “GO”.**

Type in a department number to find the generic Business Office email address.

Cost Center Number:	4027003000	←	<b>EXAMPLE</b>
OR			
Legacy Department Number:	<input type="text"/>		
OR			
Cost Center Name:	<input type="text"/>		
<input type="button" value="Go"/> <input type="button" value="Reset"/>			

[Click here to see the entire Department Cost Center Crosswalk.](#)

**After Clicking “GO” this screen will appear.**

### Generic Business Office Email Lookup

Legacy	Name	Cost Center	Email
1212	bindley biosci ctr	4027003000	<a href="mailto:dp1212bo@purdue.edu">dp1212bo@purdue.edu</a>
Legacy	Name	Cost Center	Email
0000	center for analytical instrument development-caid	4027003005	<a href="mailto:dp1212bo@purdue.edu">dp1212bo@purdue.edu</a>

[New Lookup](#)

**Locate the correct email address and copy email address to the form.**

**Business Office Contact**

Business Office Contact Email:

*Please visit the SPS Central (Generic) Business Office Email Lookup if you do not know your business office's e-mail.*

If you work with a Procurement Center, please specify the center name:

**If you generally work with a Procurement Center please enter the name of the Procurement Center (ie: Vet Med Procurement Center)**

If you work with a Procurement Center, please specify the center name:

**6) Project Information is essential to speeding up the review process and the first four fields are required. Attach all documents pertinent to the request.**

### Project Information

Brief title of item being purchased:  \*

*(ex. Sorvall LYNX 4000 Superspeed Centrifuge)*

What is your required need by date?  \* 

What do you anticipate this purchase will cost?  \*


Choose if you are looking for a price estimate or if you are ready to buy.  \* 

Is there an existing contract in place for this purchase request? *If yes, a new request may not be required.*  

If a contract is in place, enter your contract number:

Attachments:

- Spec Sheet
- Quotes
- Waiver
- Supplier List
- etc.

 [Click here to attach a file](#)

**Enter a brief, but specific, description of the item being purchased.**

### Project Information

Brief title of item being purchased:  \*

*(ex. Sorvall LYNX 4000 Superspeed Centrifuge)*

**Enter your required need by date by clicking the Calendar date chooser.**

What is your required need by date?  \* 



**Click on the calendar date that represents the date you will be needing your purchased item(s) received on campus.**

What is your required need by date?

What do you anticipate this purchase will cost?

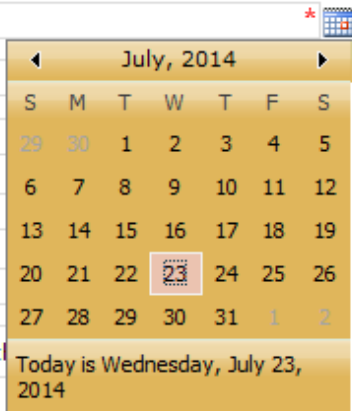
Choose if you are looking for a price estimate or if you are ready to buy.

Is there an existing contract in place for this purchase request? *If yes, a new request may not be required.*

If a contract is in place, enter your contract number:

Attachments:  
• Spec Sheet  
• Quotes  
• Waiver

[Click here to attach](#)



July, 2014						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Today is Wednesday, July 23, 2014

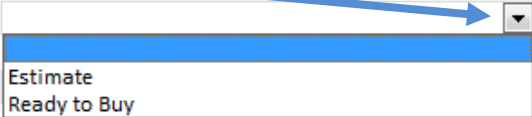
**Enter the amount that you anticipate this purchase will cost.**

What do you anticipate this purchase will cost?

**Click on Drop Down Arrow to select if this request is for just an estimate or you are ready to buy.**

Choose if you are looking for a price estimate or if you are ready to buy.

Is there an existing contract in place for this purchase request?



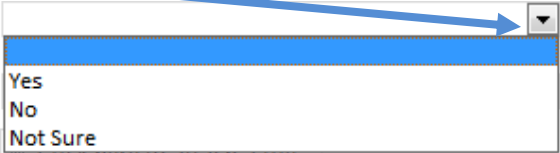
- Estimate
- Ready to Buy

**Click on the Drop Down Arrow to select whether or not a contract is in place for this item.**

Is there an existing contract in place for this purchase request?

If a contract is in place, enter your contract number:

Attachments:



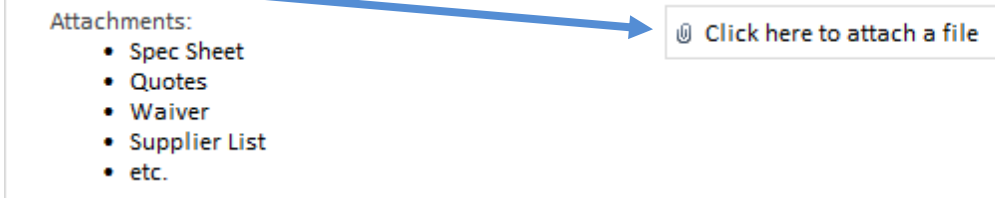
- Yes
- No
- Not Sure

**Enter the contract number if known.**

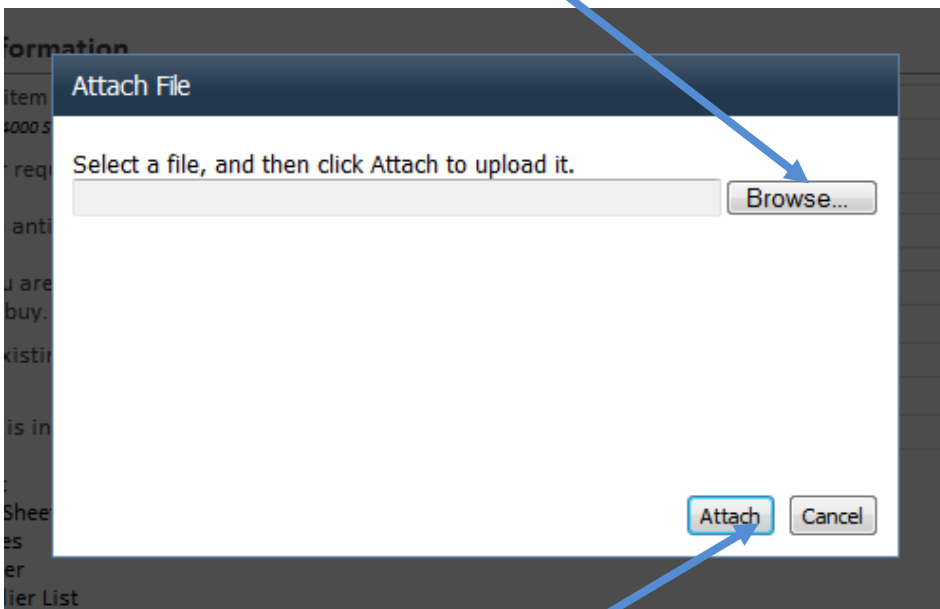
If a contract is in place, enter your contract number:

**NOTE: If the contract number is known and it is still a valid (non-expired) contract, this form should not be used. You can proceed with entering a requisition and note the contract number in the comment section of the requisition.**

**Attach any pertinent documents associated with or to support your purchase request by Clicking here.**



**Browser tab will appear. Click on Browse to locate the file that you would like to attach.**



**After locating file Click on Attach tab. Repeat process for multiple attachments or use a zipfile.**

**7) Preparer Comments Section allows you to add any additional comments regarding your request.**

### Preparer Comments

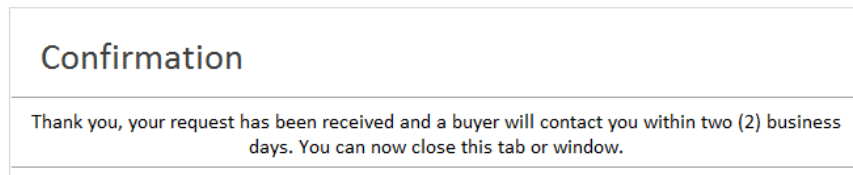
*Please include any other pertinent information about your project or list any potential suppliers and their contact information below not already attached.*

**8) After all fields are completed Click the Submit button.**

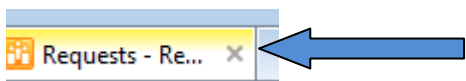
### Preparer Comments

*Please include any other pertinent information about your project or list any potential suppliers and their contact information below not already attached.*

**9) After clicking the Submit Button you will receive a confirmation of the submittal.**



**Click the X to Close the Request.**



**10) To check the status of your submitted requests go to the Procurement Services Webpage at <https://www.purdue.edu/business/procurement/audience/facultystaff.html>**

## Faculty, Researchers, and Staff

### Forms

- Procurement Services Contract Request Instructions
- Procurement Services Contract Request Form (PSCR)

### Request for Purchase \$10,000 and Over

- Request Form
- Check My Requests

Click on the Check My Requests tab.

**Request for Purchase \$10,000 and Over**

- Request Form
- Check My Requests

A screen will appear that will show the status of your request.

Forms > My Requests

I Like It Tags & Notes

Forms Search this site...

Title	Name	Created	Cost	Buyer	DateComplete
Upright Microscope	John Smith	6/28/2014 2:45 PM	250,000		

To search the file for your request, input your name or title into search field. Click enter.

If Buyer has been assigned the buyer name will appear here.

Direct contact with the buyer can be made for status, updates, questions, etc.