EQUIPMENT PURCHASES WITH "GRANT" ACCOUNT FUNDS

All purchases are to be made in accordance with WSU Policy Chapter 14 - Purchasing

NOTE: The PI is responsible for ensuring they have space allocated to them and available for the equipment being purchased. They should work closely with Facilities Management to ensure space is adequate/appropriate for use and to coordinate delivery, set-up and any modifications that might be needed for the space early in the process.

1. **PI/Technical Lead** will identify equipment needed, get quote(s) and provide the quote, funding information and vendor contact information to Researchcontracts@wichita.edu. The PI should consider shipping/delivery costs, lead time and payment terms when requesting a quote.
2. **Research Contracts** will confirm with Post-Award that funds are available for purchase.
3. **Research Contracts** will work with Purchasing to check if the vendor has a purchasing contract that may be utilized for the purchase. If no state contract is available, the PI/department should follow Chapter 14 and may need to either submit a Prior Authorization for Sole Source or may need to work with Purchasing to provide specifications for a competitive bid.
4. **Research Contracts** will review and negotiate any terms & conditions with the vendor, including WSU's standard PO terms and conditions.
5. **Research Contracts** will run RPS screening and will provide all draft documents to Research Compliance via SpringCM or Compliance@wichita.edu for import assistance and export review/classification.
6. **Research Contracts** will obtain signatures from the Authorized University Official on any documents required by the selected vendor (i.e. quote, contract, etc.) and will provide all documentation to the PI/department.
7. **PI/Department** will enter a requisition (REQ) into Banner to encumber the funds and will provide all related documents to purchasing.
8. **Post-Award** will approve REQ for funding availability/budget.
9. **Purchasing** will generate the PO including all flowdowns and will provide PO, quote/contract, etc. to the Vendor to complete the purchase.
10. **PI** is responsible for ensuring the equipment is properly recorded (including the FAIN) and properly tagged per WSU and/or sponsor requirements - 2 CFR 200.313 Equipment, WSU 9.09 University Ownership, WSU 9.20 U.S. Government Property Management Procedures.