

**Engineered Biosystems Building**

Atlanta, Georgia 30332-2000 U.S.A.

Phone: (404) 385-4399

**ALL PURCHASING REQUESTS SHOULD BE SENT TO** **REQUESTS@EBB.GATECH.EDU**

1. Requests should be submitted to the ticketing system. Subject line should contain the lab name and purpose of requests. For example, the subject line should read “Smith Lab: Fisher Scientific & UPS Label request.” If the request is urgent, please state URGENT on the subject line as well.
2. Purchase Order forms should be attached to all requests. Forms should be filled completely, with correct order information (catalog numbers, quantity, etc), as well as a detailed purchasing justification. If a quote goes with the order, attach that to the request as well.
3. If PI approval is needed for the orders, the PI must be copied on the request being sent to the ticketing system.
4. Order requests for punchout vendors, such as VWR, Fisher Scientific, Sigma Aldrich, ThermoFisher Scientific, etc. are submitted via Workday.
5. FSC p-cards are primarily used for urgent/time-sensitive requests, vendors that are not in Workday, payment for membership & conference registration fees, sequencing requests, etc.
6. Orders submitted in Workday that are over $3,000 requires an extra level of approval before a purchase order is issued to the vendor, so plan accordingly.
7. Orders for non-contract vendors that are between $10K - $25K requires a sole source justification to be submitted, as well as three competitive quotes. This approval process could take anywhere from 1-2 weeks for completion and issuance of the purchase order to the vendor.
8. Orders for non-contract vendors that are over $25K will require a sole source justification, as well as potential formal bidding conducted by the Purchasing Dept. This approval process could take anywhere from 1-2 weeks for completion and issuance of the purchase order to the vendor.
9. Urgent orders are to be submitted (and approved by the PI) **by** **3:00PM**, so that they can be placed same day. Orders submitted after 3:00PM (or have not received PI’s approval) are not guaranteed to be submitted and fully approved by the finance admin until the next day.