**Purchasing Thresholds and Requirements:**

*Purchases totaling $10,000 to $49,999:* [form 1819] Price & Supplier Justification form must be attached  
*Non U-wide contract purchases totaling $50,000+:* [form 1806] Formal RFP/bid process required  
*U-wide Contract purchases totaling $250,000+:* Exception to Regents Purchasing Form  
*Purchases totaling $1 million+:* Board of Regents offline approval (see Purchasing Services for more information)

**Supplies and Materials:** Consumables or disposable items with useful lives of less than 1 year.  
**Non-capital Equipment:** Items with a useful life of 1 year or greater, but cost less than $5,000.  
**Capital Equipment:** Cost must be $5,000 or greater and have a useful life of 1 year or greater.

**Hierarchy of purchasing:**
1. Start with U Market  
2. Use a standard purchase order with a reputable supplier  
3. Use the University’s P-card with reputable supplier  
4. In emergencies only, purchase with personal funds and seek reimbursement

<table>
<thead>
<tr>
<th><strong>Who will benefit from the purchase?</strong> (Name of lab, PI or group)</th>
<th><strong>What</strong></th>
<th><strong>When</strong></th>
<th><strong>Where</strong></th>
<th><strong>Why/How</strong></th>
<th><strong>Justifications – Must answer the following for all expenses:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Who</strong></td>
<td><strong>What</strong></td>
<td><strong>When</strong></td>
<td><strong>Where</strong></td>
<td><strong>Why/How</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Type of Purchase</strong></th>
<th><strong>Sponsored:</strong> Justification answers who, what, why/how</th>
<th><strong>Non-sponsored:</strong> Justification answers who, what, why/how</th>
<th><strong>Examples of generally Allowable, allocable, and reasonable expenses for Sponsored Awards</strong></th>
<th><strong>Examples of generally Unallowable expenses for Sponsored awards</strong></th>
</tr>
</thead>
</table>
| Supply Purchase | Dihydrogen Monoxide needed for histology experiments on the Nicotine R01 project in the Myers Lab | Lab gloves needed for experiments in the Smith lab | Animal purchases and care (IACUC approved)  
Consultant/Professional Services  
Equipment-Scientific  
Equipment repair  
ISO services  
Service & maintenance agreements  
Scientific and technical materials or supplies  
Travel | Alcohol Beverages  
Cell Phone/Pagers  
Entertainment Costs  
Equipment-General use/office  
Food/Hospitality  
Laundry or Lab Coats  
Maintenance/repair of bldgs., grounds, general equipment  
Memberships in professional & scientific organizations  
Personal Use Goods  
Photocopies  
Proposal Costs  
Supplies-General office  
Subscription/Library books/periodicals  
Telephone/network fees |
| Travel Expenses | Expenses made by Dr. Smith attendance to SFN 2018 in San Diego from 11/5-11/8/2018 to present research from his Opioid R01. | Expenses made by Joe Johnson for SFN 2018 in San Diego from 11/5-11/8/18 to meet with colleagues and present his research from the Myers Lab. | **Purchases should be allocated across projects based on usage** |
| Equipment Purchases | Confocal Microscope needed for imaging in histology research exclusively on the Nicotine R01 in the Myers Lab | Biosafety cabinet for Storing Chemicals used in research for the Smith Lab | Animal purchases and care (IACUC approved)  
Consultant/Professional Services  
Equipment-Scientific  
Equipment repair  
ISO services  
Service & maintenance agreements  
Scientific and technical materials or supplies  
Travel | Alcohol Beverages  
Cell Phone/Pagers  
Entertainment Costs  
Equipment-General use/office  
Food/Hospitality  
Laundry or Lab Coats  
Maintenance/repair of bldgs., grounds, general equipment  
Memberships in professional & scientific organizations  
Personal Use Goods  
Photocopies  
Proposal Costs  
Supplies-General office  
Subscription/Library books/periodicals  
Telephone/network fees |
| Repair Purchases | Repairs on the confocal microscope used for imaging in histology research exclusively on the Nicotine R01 project in the Myers Lab | Annual Certification of the biosafety hoods in the Smith lab | **Purchases should be allocated across projects based on usage** |
| Blanket Orders | Lab supplies and chemicals from the Thermo Fisher cabinet needed for performing research on the Wallin and Opioid R01 projects in the Smith Lab. Charges are split based on usage | Laundry services for the lab coats in the Myers lab | Animal purchases and care (IACUC approved)  
Consultant/Professional Services  
Equipment-Scientific  
Equipment repair  
ISO services  
Service & maintenance agreements  
Scientific and technical materials or supplies  
Travel | Alcohol Beverages  
Cell Phone/Pagers  
Entertainment Costs  
Equipment-General use/office  
Food/Hospitality  
Laundry or Lab Coats  
Maintenance/repair of bldgs., grounds, general equipment  
Memberships in professional & scientific organizations  
Personal Use Goods  
Photocopies  
Proposal Costs  
Supplies-General office  
Subscription/Library books/periodicals  
Telephone/network fees |

**Purchasing Thresholds and Requirements:**

*Purchases totaling $10,000 to $49,999:* [form 1819] Price & Supplier Justification form must be attached  
*Non U-wide contract purchases totaling $50,000+:* [form 1806] Formal RFP/bid process required  
*U-wide Contract purchases totaling $250,000+:* Exception to Regents Purchasing Form  
*Purchases totaling $1 million+:* Board of Regents offline approval (see Purchasing Services for more information)

**Supplies and Materials:** Consumables or disposable items with useful lives of less than 1 year.  
**Non-capital Equipment:** Items with a useful life of 1 year or greater, but cost less than $5,000.  
**Capital Equipment:** Cost must be $5,000 or greater and have a useful life of 1 year or greater.

**Hierarchy of purchasing:**
1. Start with U Market  
2. Use a standard purchase order with a reputable supplier  
3. Use the University’s P-card with reputable supplier  
4. In emergencies only, purchase with personal funds and seek reimbursement