Department of Clinical Sciences >$5000 Purchase Procedure

**Guidelines:** Establish a process to provide the necessary guidance to adhere to the University policies relating to the purchasing of any item over the $5000 threshold. The requisition must be submitted and final PRIOR to any purchase being made. On average, allow 5-7 business days prior to the date purchase will be made to complete the requisition and have an approved PO in place.

**Types of Purchases**
- Equipment
- Event Services
- Supplies
- Services
- Live Animal Purchase
- Live Animal Lease
- Open PO for live animal purchase

**Required Documents/Information for creating requisition**
- Applicable quote
- Contract if needed
- Event or course flyer
- Fund number/sub account if applicable, for purchase
- Course number if applicable
- Responsible Primary Investigator (PI)
- For animal purchases or leases
  - A Lease agreement signed by Designated Livestock Buyer, Vendor & Purchasing Officer, if applicable
  - Current FY Designated Livestock Buyer Letter
  - Sale of Livestock form, signed and dated by designated livestock buyer
  - Special Circumstances letter if purchase is sole source
  - Vendor quote (attachment e)
  - IACUC# provided by RICRO office