**Department of Chemistry & Chemical Biology**

**Procedure for Placing RU Marketplace Orders**

**General:** It is University policy that Purchase Orders be created for all product/service expenditures, PRIOR to the actual purchase.

**Non-RU Marketplace users:** Please complete the CCB requisition form and email it to the Chemistry Purchasing Team purchasing@chem.rutgers.edu. A sample of this form is located on this website under “Purchasing Procedures 2.2”. Please reach out to the purchasing team if you would like to obtain an electronic fillable form.

**All Users:** In order to expedite the processing of your orders, please keep in mind the following requirements when submitting purchase requisitions.

1. Any order $1,000 and greater in total must have a quote unless you plan to purchase from a punchout supplier (such as VWR, Sigma Aldrich, Airgas, CDW, Office Depot, etc.)

2. Any order $10,000 and greater in total must include 2 quotes (one from the supplier with whom you are placing the order, and at least 1 competitive quote) and completion of the new Informal Bid Intake Form.

- The one exception to this rule is if you purchase from a contracted supplier: then only 1 quote is required, period. All punchout suppliers are contracted suppliers, and there are many others. A list is available on this website at “Purchasing 2.4”, but check with your purchasing team regularly as this list changes frequently.
- University Purchasing is at your disposal to obtain competitive quotes.
- If competitive quotes are not possible (single source manufacturer, unique good or service, etc), then your single quote must be accompanied by a Waiver of Bid Request Form. Please complete the form, and forward to purchasing@chem.rutgers.edu. If you require assistance, please let us know and we’d be happy to assist.
- Copies of the Informal Bid Intake Form and the Waiver of Bid Request Form are located on the RU Forms Repository https://procurementservices.rutgers.edu/policies-forms/forms-repository
- For all major equipment orders, please notify our building manager, Andy DeZaio adezaio@rutgers.edu for facilities review of utilities and environmental concerns, prior to placing your order.
3. For all computers/laptops/printers/peripherals and their related supplies:
   - Please contact PC support by emailing
     workorders@lists.sas.rutgers.edu to discuss your requirements and
     obtain a quote. Please review the quote and forward to
     purchasing@chem.rutgers.edu for processing.
   - If you wish to charge a grant account, a Chemistry Computer Form
     (justification) is now required for all PC related purchases, regardless
     of the dollar amount. Please complete the form, sign it and forward to
     purchasing@chem.rutgers.edu and we will obtain the Chair’s
     signature. A fillable form is located on this website at “Purchasing
     Procedures 2.3”.

If you have any questions, please contact Lydia Haynes, Business Manager
Lydia.Haynes@rutgers.edu
848-445-2748