

**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