

**DEPARTMENT OF IMMUNOLOGY
PURCHASING POLICY
PURCHASING BY LABORATORY PERSONNEL**

FOR ALL ORDERS:

1. Laboratories will fill out the Departmental Purchase Request form (attached) or University of Washington Stores Order form (attached) with all the appropriate information.
2. **PLEASE INCLUDE DATE NEEDED, NOT "ASAP"**. Including the actual date needed will help staff determine shipping method (overnight, 2-day, or ground).
3. The purchase request/stores order form is to be signed by the authorized individual in the laboratory (principal investigator or designated representative).

PURCHASE ORDERS:

1. The Department of Immunology Financial Office will place all purchase orders, either as confirming orders with a University of Washington PO, through the UW purchasing offices, or the Departmental Procard.
2. For equipment orders over \$3,000, please provide sole source documentation.
3. If you have a quotation, provide a copy of the quote. If you have an individual with whom you have been working, provide the name and telephone number of this individual.
4. Once the order is placed, you will receive a copy of the purchase request form with pertinent information related to the order, i.e., vendor confirmation, delivery date, backorder info, etc.
5. When the item is received, submit original packing slip with **RECEIPT DATE** and **SIGNATURE** to Department fiscal office (H575).

CAMPUS STORES ORDERS

1. The University of Washington Stores Order Form, with appropriate authorization signature, can be sent directly to stores, either by FAX or hand delivered.
2. Once you have placed the order, submit the original **SIGNED** form to the financial office within five (5) working days.
3. When item is received, submit original packing slip with **RECEIPT DATE** and **SIGNATURE** to Department fiscal office (H575) within five (5) working days.