

MICROBIOLOGY & PHYSIOLOGY

PROCUREMENT REQUEST

Send request, quote and forms from links below to: PSL.MGI.RECEIVING@MSU.EDU

DATE REQUESTED:

VENDOR NAME:

SHIP TO:

ACCOUNT #	SPLIT OR \$

IS THE COST OVER \$5K & EQUIPMENT. WHERE WILL THE ASSET RESIDE?	BLDG/ROOM #:
IS THIS PURCHASE FOR EQUIPMENT FEDERALLY FUNDED?	PI CERT
DOES THE PURCHASE INCLUDE SOFTWARE or IT RELATED PURCHASES? PLEASE FILL OUT IT FORM	https://upl.msu.edu/procurement/policies-procedures/it-procurement/index.html
IS THE PURCHASE MORE THAN \$25,000? IF YES, WE WILL NEED A SOLE SOURCE JUSTIFICATION.	https://upl.msu.edu/procurement/policies-procedures/sole-source/index.html
DOES THIS PURCHASE HAVE A LASER? Includes plate readers	https://ehs.msu.edu/forms.html#laser
If you are ordering controlled substances please check out these tips from EHS .	
Business Purpose:	