| | The PI should |
|---|--|
| consider shipping/delivery costs, lead time and | payment terms when requesting a quote. |
| will confirm with Post-Awar | rd that funds are available for nurchase |

- 2. will confirm with Post-Award that funds are available for purchase.
- 3. will work with Purchasing to check if the vendor has a purchasing contract that may be utilized for the purchase. If no state contract is available, the PI/department should follow Chapter 14 and may need to either submit a Prior Authorization for Sole Source or may need to work with Purchasing to provide specifications for a competitive bid.
- 4. will review and negotiate any terms & conditions with the vendor, including WSU's standard PO terms and conditions.
- will run RPS screening and will provide all draft documents to Research 5. Compliance via SpringCM or Compliance@wichita.edu for import assistance and export review/classification.
- will obtain signatures from the Authorized University Official on any 6. documents required by the selected vendor (i.e. quote, contract, etc.) and will provide all documentation to the PI/department.
- 7. will enter a requisition (REQ) into Banner to encumber the funds and will provide all related documents to purchasing.
- will approve REQ for funding availability/budget. 8.