

This guide was prepared to help you understand how to purchase equipment at Lehigh. In general, the procedure for purchasing equipment depends primarily on the dollar value of the individual items to be purchased.

METHODS TO USE:

Equipment less than \$2,000:

- Purchasing Card
- Limited Purchase Order
- Blanket Order

Equipment, \$2,000 or greater:

Equipment, \$2,000 or greater, must be ordered using a **purchase requisition** form (see below, “How to Complete a Purchase Requisition for Equipment”).

Note: Equipment, \$5,000 or greater, is classified as capital equipment (to be inventoried and depreciated). Therefore, it is particularly important that you follow the correct procedures for larger dollar purchases so that we can properly track your department’s capitalized equipment.

HOW TO COMPLETE PURCHASE REQUISITION FOR EQUIPMENT:

A. Department completes a Purchase Requisition form.

Keep the following in mind when completing the form:

- **Specifications** should be as complete as possible and include a generic description

of the purchase (i.e. “Gateway, 4200-350 Computer”).

- Every attempt should be made for purchases \$2,000 and greater to be **competitively bid**; two to three telephone quotations are acceptable for purchases between \$2,000 and \$5,000. If \$5,000 or greater, three written bids must be obtained
- **Bidding is not required** when the item is a University standard (such as Hewlett Packard printers); the same item was bid within last 3 months; or item or supplier cannot be substituted.
- If the suggested supplier cannot be substituted, the **Sole Source** Justification form on the reverse side of the requisition must be completed.
- If the **supplier or price** is not known, these spaces can be left blank, and Purchasing will furnish the source of supply and pricing.
- Please refer to the **equipment subcode** list at the end of this guide for the appropriate **new subcode(s)** to use on your requisition.

If you need a supply of forms, or would like to learn about submitting electronic purchase requisitions, contact the Purchasing Dept. at x83841 for training.

B. Department forwards Purchase Requisition Form

- If the purchase is against a research account and is \$2,000 or greater, send the requisition **first** to the Office of Research and Sponsored Programs for review and approval. They will then forward it to

Purchasing.

- Otherwise, send it to the Purchasing Department at 516 Brodhead Ave.. Purchasing will forward the Purchase Order to the supplier with a copy to the Department.

C. Department Receives the Equipment

- After carefully inspecting the shipment, complete the bottom portion of the yellow receiving report, and forward it to Purchasing. Any damage, shortage, etc. should be noted. Purchasing will handle any problem in this regard with the supplier.
- Purchasing enters the receiving information electronically. Accounts Payable cannot pay the invoice until this information is entered.
- If a partial shipment is received, a “short” receiving report is completed and sent to Purchasing upon arrival of remainder of order. (Short receiving reports can be requested through Purchasing at x83840.)
- Also, electronic receiving is available at the departmental level; contact Purchasing at x83840 for details.

D. Changes or Cancellations:

- It sometimes becomes necessary to cancel or make changes to a purchase order. A change order can be issued to reflect additions, deletions or changes in price or item description. To request a change order, the account executive or authorized signer should send an email or memo with the change information to Purchasing.

For further direction, please contact:

Purchasing Card, Limited Purchase Order,
Blanket Order, Purchase Requisition:
Brenda Bachman, Purchasing
Ext. 83840., email: BKb204

Sale of surplus equipment (including
capital equipment):
Darlene Cressman-Kowtko, Purchasing
Ext. 83266, email: ddc2

Removal of equipment from inventory:
Julie Tostevin, Asset Accounting
Ext. 84550, email: JAT306

Use of subcodes:
Rich Ringhoffer, Accounts Payable,
Ext. 84404, email: rmr5

Status of payments to suppliers:
Dolores Krause, Accounts Payable,
Ext. 83148, email: dak3

***Forms and other information can be found at
our websites:***

Controller's Office: www.lehigh.edu/~inctr

Purchasing Dept:
www.lehigh.edu/~inpur/inpur.html

***Please take note of the new subcode listing on
the next page – effective 7/1/07***

I:/Forms/Asset Accounting/On the Web//EquipRefGuide.doc

BANNER EQUIPMENT SUBCODES

Equipment, \$5,000 or greater, is classified as capital equipment (to be inventoried and depreciated). Therefore, it is important that you use the appropriate BANNER subcodes listed below.

Equipment >= \$5,000:

3210 - Educational Equip
3220 - Office Equipment
3225 - Fixed Equip/Fixtures
3230 - Furniture
3235 - Kitchen Equip
3240 - Computer Equipment
3245 - Athletic Equip
3250 - Motor Vehicle
3260 - Other Equipment
3272 - A/V Equipment
3280 - Research/Scientific Equipment
3285 - Fabricated Equipment

Equipment < \$5,000:

3300 - Research/Scientific Equip
3310 - Fixed Equip
3312 - Educational Equip
3322 - Office Equipment
3332 - Furniture
3330 - Kitchen Equip
3340 - Athletic Equip
3342 - Computer Equip
3352 - Motor Vehicle
3360 - Other Equipment
3370 - A/V Equipment
3380 - Fabricated Equipment

LEHIGH UNIVERSITY
Controller's Office and
Purchasing Department

Quick-Reference Guide to
Purchasing Equipment

(effective July 1, 2007)

This pamphlet is intended to be used as a quick reference guide and contains basic procedural information you will need. Please review it and keep in a convenient place where you can refer to it often.