

DEPARTMENT OF REGENERATIVE MEDICINE & CELL BIOLOGY

EQUIPMENT REQUEST

CHECKLIST

- Quote from Vendor
- Equipment Justification Letter
- Sole Source Letter
- Grant Certification
- 3 Written Quotes

GRANT OR FUND #:

Requested By:
(name of P.I.)

DATE:

Approved By:
(Dept Head or Designee)

DATE:

Updated:
Evelyn Fabunan
Administrative Coordinator II
May 14, 2013

GENERAL GUIDELINE:

All major equipment purchase (\$5K and above) should be approved by the Business Manager and/or Administrative Coordinator for processing.

PROCEDURES:

Provide the following information and use the *Equipment Request Checklist* in submitting a request to purchase major equipment. Submit to the business office or email to: fabunane@musc.edu

1. Obtain formal quote from vendor.
2. Provide justification letter. Describe function and importance of the equipment.
3. If sole source, provide a sole source justification letter.
4. If grant funded and requested in an approved proposal, provide a Grant Certification Form (see attached form).
5. If not sole sourced or grant certified, provide 3 written quotes from 3 different vendors.
6. Upon receipt of equipment, please notify the Business Manager/Admin. Coordinator and provide the signed packing slip for tagging purposes.