

**Department of Chemistry & Chemical Biology**  
**Procedure for Placing RU Marketplace Orders**

**General:** It is University policy that Purchase Orders be created for all product/service expenditures, PRIOR to the actual purchase.

**Non-RU Marketplace users:** Please complete the CCB requisition form and email it to the Chemistry Purchasing Team [purchasing@chem.rutgers.edu](mailto:purchasing@chem.rutgers.edu). A sample of this form is located on this website under "Requisition Form". Please reach out to the purchasing team if you would like to obtain an electronic fillable form.

**All Users:** In order to expedite the processing of your orders, please keep in mind the following requirements when submitting purchase requisitions.

1. Any order \$1,000 and greater in total must have a quote unless you plan to purchase from a punchout supplier (such as VWR, Sigma Aldrich, Airgas, CDW, Office Depot, etc.)
2. Any order \$10,000 and greater in total must include 2 quotes (one from the supplier with whom you are placing the order, and at least 1 competitive quote) and completion of the new Informal Bid Intake Form.
  - The one exception to this rule is if you purchase from a contracted supplier: then only 1 quote is required, period. All punchout suppliers are contracted suppliers, and there are many others.
  - University Purchasing is at your disposal to obtain competitive quotes.
  - If competitive quotes are not possible (single source manufacturer, unique good or service, etc), then your single quote must be accompanied by a Waiver of Bid Request Form. Please complete the form, and forward to [purchasing@chem.rutgers.edu](mailto:purchasing@chem.rutgers.edu). If you require assistance, please let us know and we'd be happy to assist.
  - Copies of the Informal Bid Intake Form and the Waiver of Bid Request Form are located on the RU Forms Repository <https://procurementservices.rutgers.edu/policies-forms/forms-repository>
  - For all major equipment orders, please notify our building manager, Andy Dezaio [adezaio@rutgers.edu](mailto:adezaio@rutgers.edu) for facilities review of utilities and environmental concerns, prior to placing your order.
3. For all computers/laptops/printers/peripherals and their related supplies:
  - Please contact SAS IT support by emailing [workorders@sas.rutgers.edu](mailto:workorders@sas.rutgers.edu) to discuss your requirements and obtain a quote. Please review the quote and forward to [purchasing@chem.rutgers.edu](mailto:purchasing@chem.rutgers.edu) for processing.
  - If you wish to charge a grant account, a Chemistry Computer Form (justification) is now required for all PC related purchases, regardless of the dollar amount. Please complete the form, sign it and forward to [purchasing@chem.rutgers.edu](mailto:purchasing@chem.rutgers.edu) and we will obtain the Chair's signature. A fillable form is located on this website at "Computer Form".

If you have any questions, please Malak Awad, [awadm@rutgers.edu](mailto:awadm@rutgers.edu), 848-445-9613