**Federal Sponsored Research Purchasing Process**

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| **Step 1** | Gather the required information | - Determine the project account number, GR####
- Write the business purpose
- Determine the cost
- See step 1B for more required information |
| **Step 1B** | Additional information / documentation requirements | The following types of purchases require additional information and/or documentation:
- **Consultants**: eMail the information in step 1 along with the consultant eMail address to the assigned RA, so that information for supplier set up and the independent contractor determination checklist may be sent directly to them.
- **Computers & Software**: eMail the information in step 1 along with the approved IT security review for computer & software quotes to Psy.RA.Student@exchange.asu.edu. All Dell and Apple purchases must be completed by the RA office.
  - The security review request form is found at the following link: [https://tools.clas.asu.edu/#!/teamwork/review](https://tools.clas.asu.edu/#!/teamwork/review) |
| **Step 2** | Determine whether the purchase can be made via SunRise | - If yes, submit a SunRise order.
- If no, go to step 3 for purchases less than $25,000, go to step 4 for purchases $25,000 to $100,000, go to step 4 for purchases greater than $100,000, go to step 4 for purchases greater than $250,000 |
| **Step 3** | Determine if the supplier accepts credit card payments | - If yes, use the PCard tied to the project incurring the expense.
  - Always review the PCard Restriction list before making a purchase.
  - If there is no PCard tied to the project, contact your assigned RA to discuss other PCard options.
  - **NOTE**: Do not use a PCard tied to any other project before discussing with your assigned RA.
- If no, go to step 4. |
| **Step 4** | Make a request for a Purchase Order | - Complete the Request for Purchase/Reimbursement form
- eMail the completed form to Psy.RA.Student@exchange.asu.edu along with:
  - **If the cost is less than $10,000:**
    - 1 quote from selected supplier
    - Was a small business with less than 100 employees or less than $4 million in revenue during the most recent fiscal year used? If not, explain why you’ve chosen to work with this supplier.
  - **If the cost is $10,000 to $100,000:**
    - Multiple quotes, 3 quotes recommended, including selected supplier
      - If multiple quotes were received but the lowest bid was not chosen, explain why.
      - If attaching only one quote when multiple quotes are required, explain why.
      - Was a small business with less than 100 employees or less than $4 million in revenue during the most recent fiscal year used? If not, explain why you’ve chosen to work with this supplier.
  - **If the cost is greater than $100,000, formal request for proposal is required.**
    - Contact assigned RA to set up meeting with Procurement. |

**NOTE**: A Checklist for Purchasing with Federal Funds can be found at [https://www.asu.edu/purchasing/pdf/Federal-Procurement-Checklist.pdf](https://www.asu.edu/purchasing/pdf/Federal-Procurement-Checklist.pdf). Although an ASU Procurement buyer will complete the checklist and many of the forms required, it is a good idea to review it prior to a purchase to gain an understanding of all the requirements and follow up questions that may be asked.

eMail Psy.RA.Student@exchange.asu.edu with purchasing process questions.