ORSP Procurement Procedures:

Procedures for the review of procurement requests using funds from externally supported Research and Sponsored Program awards are consistent with the following procedures outlined in the Lehigh University Purchasing Manual:

**Research Grants and Contracts**
Requisitions for purchases on all items of $5,000.00 against research indexes (529000 – 592999) must be approved by the Office of Research and Sponsored Programs prior to forwarding to the Purchasing Department. The Requisitioner should therefore send the requisition to ORSP, which will then forward to Purchasing.

More specifically ORSP personnel are responsible to review each requisition that is greater than or equal to $25,000 to ensure named vendors are not debarred or suspended by the government and therefore prohibited from providing goods or services to the University. The attached checklist provides the specific items that are reviewed by ORSP personnel to ensure compliance with established procurement standards.
Review Checklist

Index # ______

CGS: ______

Index is active:  Yes ☐  No ☐ (date terminated ____________)

Index termination date is: ____________

Index has total budget available: $ ____________

Index has line item budget available: $ ____________

Index cash balance: $ ____________

Document signed by authorized signer:  Yes ☐  No ☐

If Sole Source, is justification properly completed:  Yes ☐  No ☐

If Equipment Purchased, is equipment screening certification signed:

  Yes ☐  No ☐  N/A (<$5,000) ☐

If requisition is greater than or equal to $25,000 is: Vendor debarred or suspended:

  Yes ☐  No ☐  (If Yes, return requisition with reason indicated)

Reviewed by: ________________