

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.

Index # _____

CGS: _____

Review Checklist

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: _____

