ORSP Procurement Procedures:

Procedures for the review of procurement requests for goods and services using funds from externally supported Research and Sponsored Program awards are consistent with 2 CFR 200 (see Purchasing Policy #105, effective July 1, 2018 and Lehigh University’s Purchasing Manual, effective June 2018).

**Research and Sponsored Project Grants and Contracts**

Requisitions for purchases of all goods and services greater than or equal to $2,000.00, including aggregate purchase requisitions, against research indexes (529000 – 592999) must be approved by the Office of Research and Sponsored Programs (ORSP). The Unimarket system automatically routes purchase requisitions meeting this threshold from the Requisitioner to ORSP for review and approval prior to routing to the Purchasing Department.

Additionally, ORSP personnel are responsible for reviewing each requisition 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 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: _____________