How can we meet your needs?

Equipment or Supplies

All other Supplies (Including Furniture)

Requested item(s) is ABOVE the yearly Threshold. *2015 = $86,000. Requester emails technical specs to Maria Bernardino to begin Formal Bid Process. Requester will be required to enter requisition once formal bid is complete. * Bid Threshold is adjusted by the Board of Governors in January every calendar year.

Emergency Equipment or Supply need
Requester emails Kellie Silva requesting an Emergency PO. Email includes: Vendor Name, Service requested, Estimated cost

Requester receives invoice for purchase. Invoice used to create requisition Emergency PO must be referenced on requisition.

Formal Bids are approved by the Board. Approved vendor and pricing is returned to requester.

Requisition is sent by Kuali to departments Fiscal Officer for approval.

Completed purchase order sent to selected vendor.

Vendor ships item(s)

Item(s) arrive at Danner Central Receiving.

Items are received and verified for accuracy.

Items are delivered to approved delivery locations.

Publication Department is now requester of item(s).

Information Technology is now requester of item(s).

Facilities is now requester of item(s).

Requester enters and submits a Kuali requisition for the requested item(s)

Buyer processes order.

You may request item(s) via Web Help Desk Information Technology.

You must request item(s) via Web Help Desk Facilities.

You must request item(s) via Web Help Desk Publication Center.

You (approved user) must order item(s) directly online using their Web credentials.

Office Supplies (Excluding Furniture)

Printers, Fax machines, copiers, scanner, toner

Computers, Software, Audio Visual Related Items

Whiteboards, Tagboards (attached to a wall)