

Using Sponsored Funds to Purchase Equipment

Equipment is defined as non-expendable, tangible personal property, having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.

Timeline of Process for Purchasing Equipment at Iowa State:

Equipment from \$5,000-\$49,999 (Total: 10-14 weeks)					
1 week	1-10 days	1-2 weeks		4-8 weeks	4 weeks
Gather quotes / specifications & complete requisition	Procurement and/or formal bidding and evaluation	Funding approval received from Dean's office and SPA prior to issuing the purchase order	Issue purchase order	Equipment ordered, built, and delivered / installed	Purchase order invoiced and final payment made
1 week	2-4 weeks	1-2 weeks		4-8 weeks	4 weeks

Equipment over \$50,000 (Total: 12-16 weeks)

For purchases from \$5,000 to \$49,000* (Note: use Requisition System)

- 1) Obtain a **signed** quote from at least one vendor for the equipment you want to purchase.
- 2) If you need help locating a vendor, contact the appropriate [procurement agent](#).
- 3) Submit a [requisition](#) through your department for the desired piece of [equipment](#).

*Bid threshold is subject to change due to final implementation of Uniform Guidance procurement rules

For purchases \$50,000 and over (Note: use Bidding Process)

- 1) Check the CyBuy e-procurement system to see if the desired equipment is available. If it is not, proceed to "2" below.
- 2) Develop a [detailed list of specifications](#) for the equipment you need. Your specifications should include a brief statement of the expected performance of the product. Think about which factors you feel are critical in evaluating potential bidders, such as functional specifications, total cost (including operating costs), references, training, ongoing service, warranty, and delivery schedule.
- 3) Submit a requisition through your department via Access Plus for the desired piece of equipment and upload the specification information to the requisition. Suppliers are not allowed to assist in preparing bid specifications.
- 4) Work with Procurement Services to finalize the bid document (agree to evaluation criteria and final specifications). Content of bid responses are confidential until an award is made.
- 5) Equipment with a cost greater than \$1 million requires approval from the Board of Regents COO. Procurement Services will make arrangement for approvals.

Best Practices for Ordering Equipment

- 1) **Plan ahead.** Make sure the equipment you want to purchase is in your approved budget, or you have received approval from the sponsor. Work with your building manager to ensure the space available for the equipment meets all environmental/utility requirements.
- 2) **Start early!** Ordering equipment usually takes longer than anticipated.
- 3) **Do your homework.** Be able to articulate the intended research application or purpose that the equipment must accomplish and key functional specifications.
- 4) **Make the bid process work to your advantage.** The bids may come back with options you didn't know of or hadn't considered that may benefit your research.
- 5) **Make no commitments.** Do not verbally commit and/or sign any agreements with vendors prior to a bid and/or official purchase order.
- 6) **Tag your equipment.** Be sure your equipment is listed in the ISU inventory database and clearly tagged.
- 7) **Verify your purchase.** Before finalizing payment, make sure the equipment is installed properly and in working order.

