

Purchasing Goods and Services

Purchase Orders, Requisitions and Invoices

Purchases made from Sponsored Agreement Accounts must be in compliance with both University and Sponsor guidelines.

Purchases for a specific sponsored index must identify the grant's index number on the invoice, requisition, and purchase order or other payment document.

Once the budget period has started, the principal investigator may request the purchase of items or services based on University purchasing procedures. The principal investigator should consult Procurement and Payment for the various authorized **purchasing procedures**.