

Please see the attached guidelines for wire transfers and non-preferred vendor orders over \$5,000.

ALL ORDERS THAT CONTAIN COMPUTER MEMORY MUST BE PLACED VIA IT AND CANNOT BE PROCESSED VIA BSA.

\$5,000+ and all wire transfers

Quote from Supplier with agreement to NW Terms and Conditions

<https://www.northwestern.edu/procurement/policies-forms/po-terms-and-conditions.html>

Add/Attach Justification in the PO Tools comments box by answering the following questions:

1. Why is this essential for the performance of the sponsored project?
2. How will this item be used to benefit the aims of this project?
3. What activities will this equipment or item support?

Alternatively, you can attach **Budget Justification Document** from the RA if the item is justified on the document.

Attach PI Approval and Multiple Project allocation form (If a grant and another CS is used) in PO

Tools: <https://www.feinberg.northwestern.edu/sites/bsa/functional-areas/financial-administration/finance-forms/multi-project-split.html>

If Capital Equipment

Capital Equipment order form:

<https://www.feinberg.northwestern.edu/sites/bsa/functional-areas/financial-administration/finance-forms/capital-orders.html>

\$10,000+

All of the above documents as well as:

Purchasing Decision Documentation (PDD)/Sole Source Purchases (On all orders)

<https://www.northwestern.edu/procurement/purchasing/purchasing-strategic-sourcing/bid-process/sole-source.html>

\$250,000+

Work with Senior Finance Lead if on a grant, a sealed bid is required.

Budget Justification Document:

This is the document that was submitted while applying for the grant. In case the lab has accounted for an item while applying for the grant. Attach the budget justification document to the order request with the portion highlighted.

Multi Project Allocation form:

This is required only if the item/s are being ordered on multiple grants.

Purchasing Decision document

This document is to justify why a non-preferred vendor was chosen over one of our preferred vendors on iBuy NU.