Purchase Procedures

When you would like to make a purchase, please follow these steps:

1) Complete the **Department Requisition Form**. This form can be found on our website under faculty resources [http://biostat.ufl.edu/resources/faculty-resources/](http://biostat.ufl.edu/resources/faculty-resources/)
   - Please be sure to email the form along with the link from the website where you found the item, the item description, estimated pricing, and the funding source that you would like to use.
   - *Computing equipment and furniture requests should include user name and location. A portion of the purchase will need a secondary funding source on non-research funds. Additional approval from PHHP IT is needed for computers or computer supplies.*
   - Include Business Purpose. How will this benefit UF or Project and what is its use?

2) Once this form is completed, please send this to your fiscal processor:
   - Melissa Layne *(melissa.layne@ufl.edu)* - BIO main
   - Angela Newsome *(anewsome@ufl.edu)* - CSQUID
   - Noah Weller *(nweller@coog.ufl.edu)* - COG
   - Justin Yang *(justyang@ufl.edu)* - CDCC
   - Melissa Stabel *(mstabel@ufl.edu)* - backup processor

These are the only two steps that you need to follow. The fiscal processor will handle any funding approvals and the purchase of the item. Please allow at least one week for processing.