

P-Card Purchase Order Procedure

This P-Card Purchase Order Form is for use by faculty, staff, and researchers in the School of Physics to purchase supplies and materials, where single items are not more than \$2,999.99 and total transactions are less than \$4,999.99 and allowable under the Georgia Institute of Technology's Procurement Cards policies and procedures.¹ The Institute will monitor activity for purchases for the same items from the same vendor so as not to exceed \$5,000 per year unless competitively procured as detailed in DOAS regulations and BOR policies and procedures.²

Upon receipt of the completed and approved form, the item(s) requested on the form will be ordered by the School's administrative staff in accordance with the State of Georgia (DOAS), Board of Regents (BOR), and Georgia Institute of Technology purchasing policies and procedures, and charged to the project number (s) indicated.

Instructions

Please follow the instructions below to facilitate the requested purchase as quickly as possible.

1. Complete ALL items on this Form;
2. Complete ONE form for each vendor;
3. Verify item numbers; If a catalog page or print from an internet site is available, please attach it to this form for each item requested;
4. Sub-total the order; Shipping will be added to the order after it is invoiced, and may not be known at the time the order is requested or placed;
5. Requests to purchase common or personal use items (plastic bags, rags, etc.) require written justification;
6. Obtain approval: The approval of the PI/Professor is required for all purchases. If the PI/Professor is not in the office, please send an electronic version of this form to him or her, requesting an email approval prior to submitting this form for purchase; and
7. Submit completed and approved form to Room N-109A, Howey Physics, allowing up to 2 days for the order to be placed.

Computer Purchases: Please submit completed form to request purchase of computers and related items (keyboards, monitors, hard drives, printers, etc.) to the School's IT Support, Room S-101, Howey Physics.

Preferred vendors: Fisher, VWR, Sigma-Aldrich, and Grainger

Shipping: The shipping method will be the lowest cost shipping available, unless other shipping instructions are provided and the additional costs are justified in writing.

- Shipping charges are added to the order after it is invoiced;
- Each item or backordered items may be shipped separately unless otherwise noted on the form.

Orders: Orders received by 3pm are usually placed the same business day. There are occasions when order volumes are high, or due to difficulty with a vendor's website, the purchase may require up to two business days to complete the purchasing process.

Receipt of Order: Notification by email or a note in School of Physics mailbox when your order has been received.

- Please check the order as soon as it is received and notify us of any problems with the order immediately.
- Place the packing slips in Samantha King's mailbox.
- **Returns:** Please bring complete package with all packing material to N-109A, within the return period specified by the vendor.

¹ p 3, 5.2.18 Procurement Cards (PCard), available online : <http://www.admin-fin.gatech.edu/business/purchasing/0500218.html>

² p 4, IBID

Georgia Institute of Technology
School of Physics
P-CARD PURCHASE ORDER FORM
Please Complete Entire Form (Instructions on reverse side)

Order Request Submitted by: _____ Date: _____
(Name)

Email: _____ Telephone: _____

Project Details/Justification

Vendor Information: _____ **Website:** _____

Vendor Name: _____ **Phone:** _____

Address: _____ **Fax:** _____

City _____ **State** _____ **Zip** _____ **Contact:** _____

<u>Item#</u>	<u>Quanty</u>	<u>Detailed Description</u>	<u>Stock/Part #</u>	<u>Total Price</u>	<u>Project Number</u>
				\$	
				\$	
				\$	
				\$	
				\$	

Subtotal: \$ _____

Shipping: \$ _____ (if known)

<u>Order Total</u> \$ _____

Notes/Instructions:

I CERTIFY THAT THE ITEMS ABOVE ARE REASONABLE, ALLOWABLE, AND ALLOCABLE TO THE PROJECTS (BUDGETS) ABOVE. I CERTIFY THAT ANY COMMON USE ITEMS IN THIS ORDER FORM WILL BE USED EXCLUSVELY IN SUPPORT OF THAT FEDERAL GRANT.

Signature/Authorization: (Print Name): _____

Signature: _____ **Date:** _____

Submit form to: Samantha King, Room N-109A; If the door is closed, ordering instructions will be posted on the door. Note: Completed forms for computer and IT equipment purchase requests should be submitted to Diego Remolina, S-101, Howey Physics.

***** Office Use Only *****
Date Ordered: _____ Notes: _____