Purchasing at ISU

September 2017
WELCOME!
Purchasing Authority

- Procurement authority for university acquisitions has been delegated to the Purchasing Department
- All purchases must be approved by Purchasing in advance
  - Please don’t sign any agreements or contracts (this includes software licenses).
- Delegated Authority
  - ISU P-cards
  - cyBuy
Competitive Selection

- Purchases of $50,000 or more require formal written competitive bid
- Purchases of $25,000 or more require informal bid
- Cost reasonableness pricing analysis is required on all federally funded acquisitions in excess of $3,500
- Best Value
Special Requirements/Restrictions

- Live animals for research – LAR
- Gases & gas cylinders – Chem Stores
- Remodeling or building repair – FP&M
- Printing or copying – ISU Printing
- Hazardous chemicals, explosives, regulated toxins, biological agents, radioactive materials - EH&S
- Conflict of Interest vendors – Purchasing
- Iowa Gift Law
Sales Tax Exemption

- ISU is exempt from paying state sales tax or local option sales tax on goods or services
- Tax exemption certificate
Purchasing Web Site
New Lab Set-Up

Shall we meet?
Thank you!

Yi Wu
4-1857
yiwu@iastate.edu