Purchasing at ISU
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
- Federally funded acquisitions
- 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 (COI) vendors – Purchasing
Ways That Procurement Can Assist You

• New Lab Set Up
• Negotiating Terms/Conditions
• Vendor Issues
• Contracting
• Bidding
• Navigating State and Federal Rules