**Request for Purchase $10,000 and Over Quick Reference Guide**

**Last Updated**: 07/2023

This QRG provides the steps for purchases greater than or equal to $10,000. Procurement Services facilitates the procurement method for purchases of $10,000 or more through formal solicitations.

**Jump Links**: [Procurement Services Webpage](#_Go_to_the), [Complete the Request](#_Complete_the_Request), [Check the Status of Request](#_Check_the_Status)

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| Go to the Procurement Services Webpage | |
| Go to the **Procurement Services** Webpage.  Click **Purchasing**.  Click **Special Purchases**. | <https://www.purdue.edu/procurement/> |
| Click **Request for Purchases $10,000 and Over Form.** |  |
| Click **Submit a Request.** |  |

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| Complete the Request for Purchase $10,000 and Over | |
| Complete the **Request for Purchase $10,000 and Over** providing as much information as possible.  **Customer Contact Information** is the information for the person that will be the owner of the purchase or primary end user (i.e., professor, researcher, requester). Look Up Directory is available.  **Tip**: Use the tab key to advance from one field to the next.  **Note**: Required fields are marked with a red asterisk (\*). |  |
| **Business Office Contact** information is needed to support the request. |  |
| **Project Information** is essential to speeding up the review process.  Enter a brief, but specific, description of the item being purchased.  Attach all documents pertinent to the request by clicking on the **Click here to attach a file**.  **Note:** If the contract number is known and it is still a valid (non-expired) contract, this form should not be used. You can proceed with entering a requisition and note the contract number in the comment section of the requisition. |  |
| **Preparer Comments** allows the addition of comments regarding the request. |  |
| After all fields are completed, click the **Submit** button. | C:\Users\amblissi\AppData\Local\Temp\2\SNAGHTMLe5fd819.PNG |
| After clicking the Submit button, you will receive a confirmation of the submittal. |  |
| Check the Status of Request | |
| Go to the **Procurement Services** Webpage.  Click **Purchasing**.  Click **Special Purchases**. | <https://www.purdue.edu/procurement/> |
| Click **Request for Purchases $10,000 and Over Form.** |  |
| Click **Check a Request.** |  |
| To search the database for your request, input your name or title of item being purchased in the **Search This Site** field and click the magnifying glass icon.  A screen of results will appear. Find your request and click. A screen will appear that shows the status of your request. | |