

Purchase Orders for Laboratory and Research Supplies

Overview

In order to streamline Science, Mathematics and Computer Science Department purchase order procedures, a standard operating procedure for the ordering of laboratory supplies is essential. This procedure is designed to eliminate unnecessary ordering and guarantee all chemicals and supplies are received through a central location. This will ensure that proper MSDS are obtained prior to ordering and ensure proper storage and handling of received materials.

Applicability

This procedure applies to all faculty members, principal investigators, student researchers or student laboratory assistants who need to order laboratory supplies.

Procedure

1. Purchase orders requisition forms must be completed for requested items. They may be obtained on the Marywood University website at:
<http://www.marywood.edu/dotAsset/76960.pdf>
2. The following information must be included on the requisition:
 - Vendor Name
 - Item # of requested item(s)
 - Item description, including size, volume, etc.
 - Quantity
 - Price, if quoted from vendor with price quote attached to PO requisition, where applicable. An online cart may be attached when a quote is unavailable.
 - Date when material(s) are required
 - If the order is for research purposes, the Principal Investigator will signify approval of the requisition by his/her signature and the proper budget number designation will be assigned.
3. All PO requisitions are submitted to the Laboratory Manager (LM).
4. The LM will examine items requested, batch incoming POs if possible, and determine necessity of the item (based on current inventory) and gain best pricing/quotes where necessary.
5. The LM will obtain Safety Data Sheet (SDS) on any new chemical and review it for storage and handling recommendations. A chemical procurement form must be filed with the Chemical Hygiene Officer prior to the ordering of any new chemical.
6. If the order is for general lab supplies/chemicals, the PO requisition will be provided to the Department Chair. The Department Chair will signify approval of the requisition by his/her signature and the proper budget number designation will be assigned. The Department Chair will return the PO requisition to the LM.
7. The LM will submit the PO requisition to Fiscal Affairs (Purchasing Agent/Grants Accountant) for processing and assignment of a PO number.

8. Purchasing will return the completed PO to the LM, who will review the document for errors.
9. The order will be placed by the LM via fax, phone or online. All orders will be tracked by the LM.
10. All orders will be inspected upon delivery by the LM for accuracy and damage. The LM will resolve any problems with orders.
11. The LM will notify the instructor upon the arrival of their items. The LM will log chemicals into the inventory and deliver them to the appropriate location for storage.
12. The LM will sign, date and mark "OK to Pay" the PO green copy. This should then be copied. The green copy will be sent to purchasing.
13. The LM will file the remaining PO copy and original packing slip according to the assigned budget number. These files shall be accessible to the Science Department Chair, Principle Investigator and the secretary for budget monitoring purposes.