



Office of Research and
Sponsored Programs
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<http://www.lehigh.edu/~inors/>

ORSP Procurement Procedures:

Procedures for the review of procurement requests using funds from externally supported Research and Sponsored Program awards are consistent with the following procedures outlined in the Lehigh University Purchasing Manual:

Research Grants and Contracts

Requisitions for purchases on non-capital items of \$2,000.00 or more (capital items of \$5,000.00 or more) against research accounts (429XXX – 640XXX) must be approved by the Office of Research and Sponsored Programs prior to forwarding to the Purchasing Department. The Requisitioner should therefore send the requisition to ORSP, which will then forward to Purchasing.

More specifically ORSP personnel are responsible to review each requisition to ensure named vendors are not debarred or suspended by the government and therefore prohibited from providing goods or services to the University. The attached procedures and checklist provide the specific steps that are followed by ORSP personnel to ensure compliance with established procurement standards.

Review Checklist

Fund # _____

CGS: _____

Vendor is debarred or suspended: Yes No (If Yes, return requisition with reason indicated)

Fund is active: Yes No (date terminated _____)

Fund termination date is: _____

Fund has total budget available: \$ _____

Fund has line item budget available: \$ _____

Fund cash balance: \$ _____

Document signed by authorized signer: Yes No

If Sole Source, is justification properly completed: Yes No

If Equipment Purchased, is equipment screening certification signed: Yes No N/A (<\$5,000)

Reviewed by: _____

ORSP Procurement Procedures

