

- 1. Orders processed by chemreq- Standard procedure**
 - a. Whenever possible, orders for all items, including memberships and other services, should be carried out by purchasing. Offices, faculty, labs, etc. should not place orders online, over the phone, or in Buy.IU on their own unless absolutely necessary, or without first contacting purchasing (chemreq). *Requests for reimbursements for goods/services bought outside of the IU Purchasing framework may be rejected by the University.* Reimbursements are governed under IU Policy [FIN-ACC-620](#).
 - b. In those rare cases when requests/orders do bypass purchasing, informing chemreq and providing a receipt will be necessary so the transactions can be properly reconciled.
 - c. When suppliers send invoices directly to faculty or lab personnel, those invoices need to be sent to chemreq for processing. Invoices sent to staff personal email addresses instead of the chemreq group account **cannot** be processed.
- 2. Software purchases and renewals require completion of Software & Services Selection Process (SSSP) Form.**
 - a. When submitting an order request/want sheet for software (including software renewals), please also complete the SSSP form found [here](#). Brian Crouch (bcrouch@indiana.edu) should be listed as the IT manager on the form, and [chemreq@indiana.edu](#) should be listed as the contact email address for approvals. Once a want sheet has been submitted *and* chemreq is notified of approval by UITS, a requisition will be submitted in Buy.IU. The SSSP process is described [here](#).
- 3. Want Sheets are required for all orders.**
 - a. A want sheet is required for all orders with the exception of buy.iu carts assigned to purchasing reps. The want sheet can be found [here](#).
 - b. Please email chemreq@iu.edu to indicate a cart has been assigned to a purchasing rep in Buy.IU.
 - c. You will receive a confirmation email informing you that a want sheet was successfully sent. If you do not receive a confirmation email, please follow up with chemreq. If any required field is left blank (e.g. lab affiliation), the want sheet will *not* route to purchasing.
- 4. Expedited shipping requests**
 - a. We are unable to request overnight or 2nd day shipping as part of our procurement contract with many suppliers. Purchasing will continue to leave notes on the orders for expedited shipping, but those requests may not always be granted by suppliers. However, many contracted vendors already ship orders same day or next day even when expedited shipping is not requested.
- 5. Items that can be purchased via Buy.IU should not be purchased using a department p-card.**
 - a. Use of the Chemistry Department credit card (p-card) is governed by IU Policy [FIN-PURCH-07](#).
 - b. Groups should check the chem store and Buy.IU prior to purchasing items from other suppliers. Note, *Amazon is NOT a preferred IU vendor.* See IU Policy [FIN-PURCH-02](#).
 - c. The p-card is reserved for emergency situations or for purchasing items that cannot be purchased via Buy.IU. P-card requests for items available in Buy.IU or the chem store will be returned to the end user.
 - d. Training on how to browse Buy.IU is available; please contact [chemreq@indiana.edu](#).
- 6. Items carried in the Chemistry Storeroom should be purchased from the store.**
 - a. Chemreq will inform the group if a purchase request is made for items that are carried in the chem store prior to processing; those items should be purchased in-store.
 - b. If the chemistry store does not have a large enough quantity of an item, contact Jackie Drake (jdrake@indiana.edu) to place an order for the desired amount.
 - c. Large or repeated small requisitions for items carried in the chem store will be assessed a service fee equal to the current chem store markup.
- 7. Chemistry Store Appointments and Cancellations**
 - a. Groups are now able to schedule more than one shopping appointment per day, as well as cancel previously scheduled appointments. If there are any issues with scheduling or cancelling appointments, please contact Ashley Mills ([millsad@indiana.edu](#)).

Additional Purchasing Reminders

New Suppliers

When IU made the switch from KFS to Buy.IU, vendors/suppliers were not automatically entered into the new system. This means that even if you have ordered from this vendor in the past, they may not be in the current system and will have to be added. In these situations, there will be delays in processing the order. The process of adding a vendor can take up to several weeks and depends on how quickly the supplier enters their information into the system. Chemistry purchasing representatives do not have control over this process, but receive a notification when the supplier has been successfully added.

Packing Slips and Receipts

If you have items shipped to your home address, or make a purchase with a department p-card, please be sure to send all packing slips and receipts to chemreq@indiana.edu.

Personal Protective Equipment (PPE)

Any PPE that cannot be purchased from the chem store must be requested from the IU central supply via the fire form found [here](#). This is required per a [COVID procedure](#) IU implemented during the pandemic. IU also took steps to request that suppliers do not fill PPE orders that do not come directly from central purchasing. This means any PPE orders that come directly from departments or labs may not be filled by our vendors. The intent behind centralizing PPE procurement is to ensure equitable distribution campus-wide. The chem store is an exception to the new procedure, but it may implement limits on certain items that are low in stock. PPE order requests sent to chemreq will not be processed.

Capital Equipment Purchases

If you are purchasing capital equipment (equipment over \$5K), please include on the want sheet, the building and room number where the asset will be located once in place. If there are additional items included with your capital equipment order, please specify if those components are necessary for the equipment to function, or if they are simply additional accessories. Having this information included on the want sheet will help streamline the process for purchasing capital equipment. If you are unsure if your purchase is considered capital equipment, please reach out to Ashley Mills (millsad@indiana.edu) for guidance.

Please note that capital equipment purchases are governed by IU Policy [FIN-PURCH-03](#), and require additional routing and approvals. Thus, more time will be necessary to process these orders. Purchases over \$10K will also be subject to a bidding process, even when a single supplier is identified/preferred by the end user. Sole source orders are governed by IU Policy [FIN-PURCH-04](#). The bidding process will also increase the time it takes for the purchase order to reach the supplier. It is strongly suggested that Ashley be consulted prior to submitting such a request to chemreq to streamline the capital purchase process.

Any purchasing questions or concerns should be directed to Ashley Mills (millsad@indiana.edu).