



VANDERBILT School *of* Medicine

Basic Science Research Administration – POD2

POD2 Finance Procurement Information Sheet

POD2 Finance has developed this information sheet on procurement and other information containing materials that are not discussed explicitly in the trainings and are helpful to new procurement requesters when processing a requisition.

[Deliver-to Location](#)

On Deliver-to Location section, make sure the address has the building name and the room number, and not just the floor number. You can set your default address in Oracle so that you do not have to make the address change every time you process a requisition.

When you are in *Purchase Requisitions*, on the top right, click on *More Tasks* dropdown menu and select *Update Requisition Preferences*. Make the address change in Shipping and Delivery section and click *Save and Close*.

[Billing](#)

On Billing section, check the Project Number, Task Number, Expenditure Organization, Expenditure Type and Charge Account (COA) are entered correctly. Make sure the account segment in the COA matches with the Expenditure Type. The list of categories used in purchase requisitions to the corresponding account segment used in the COA can be downloaded from *My Knowledge* in Oracle. File name: *Cross Reference of Categories and Account Segment Values*.

[Quotes](#)

For requisition with attached quote, make sure to enter the quote number on the Note to Supplier section. When attaching a quote, please choose the *Category to Approver*. The best practice is to enter the line items just like shown on the quote if containing more than one line, so that the vendor will not be confused on the order.

- For Fisher Scientific Company, by using My Quotes feature on the Fisher website, you can create a requisition directly from the site by pulling up your quote.

[Purchasing Apple Products & Computers](#)

The recommended vendor for purchasing Apple products is through CDW (a catalog vendor with VU discounts). Although Apple Inc. is registered as a supplier in Oracle, several labs have experienced payment issues and delays in shipment.

For all new computer orders, they would go through [VUIT Help Desk](#) so that they get inventoried and security software installed. When a new PI is setting up the lab from scratch, it is a good idea to consult with VBS IT team to make sure the right equipment is purchased to meet specific lab/research needs. VBS IT Director is Ryan McNew ryan.mcnew@vanderbilt.edu.

Supplier Selection Justification

For any purchase in the amount greater than \$25,000, Supplier Selection Justification Form is required on the requisition. The form is available in [Finance website](#) and in Oracle. From *My Knowledge*, type 'supplier selection justification' in the Search box, and you will be able to retrieve the form.

Capital Equipment

An equipment is considered a capital equipment when it costs \$5,000 or more per unit and has an economic useful life of 1 year or more.

- Installation fee, freight, and any accessories purchased at the time of acquisition that are needed for the equipment's intended use are categorized as *capital equipment*.
- Training, warranties, services provided without tangible equipment, accessories purchased well after the equipment is acquired and placed in service are considered *non-capital costs/expense*.
- One equipment can be made up of multiple components and capitalized if the components are required for the equipment to operate as one. For example, a microscope that has multiple components in a quote.

For capital equipment purchase, make sure the Asset Building, Asset Room, Asset Owner and Asset Description fields are completed on the requisition.

When entering Category Name, use *Lab Equipment – Capital* as the category for laboratory capital equipment purchase.

When grants are used to purchase a capital equipment, re-budgeting letter is required unless the grant specifies approval on capital equipment purchase. Please consult with POD2 Pre-Award Grants team on the re-budget letter. Grants Team Lead is Robert Dortch robert.dortch@vanderbilt.edu.

FedEx

Contact Carol D. Johnson, Email: carol.d.johnson@vanderbilt.edu with the following information:

Name
Vanderbilt full address
 *Building Name
 *Room Number
 *City and State and Zip Code
Work Phone number

Note: The Project Number that is being used for payment of invoices (*usually a default from unrestricted funds*)