

Revised 9/20/12

Purchasing Process

NOTE: This process applies to non-travel expenditures, such as the purchase of supplies or services. For travel-related expenditures, see the travel process.

Option 1: The preferred method of initiating a purchase is to log onto [erequest](#) with your name and password, then entering the details of what you want to purchase.

Option 2: You may also email Juliana (Hardymon.7@osu.edu) and provide the details of your purchase.

Using eRequest has several advantages: it can be accessed from any computer anywhere, you will receive immediate email notifications of the status of your requests and you can log into the system and see updates for your requests at any time. Most of all, it eliminates needing to use a paper form from the office or online and prevents duplication effort.

You do not need to have all of the detailed financial information – office staff can update this and work out the particulars. We simply need enough information to move forward with the purchase.

A special note about office supplies: Office supplies are to be purchased through Office Max whenever possible. Suppliers other than Office Max should only be used when absolutely necessary. Such purchases will be reviewed by the college and approved on a case by case basis.

A special note about large purchases: Purchases over \$1000 require a quote from the vendor.