



California University of Pennsylvania

OSPR Purchasing Procedures for Grant Funded Projects

In the event the Project Director (PD) needs to order supplies, food or services with grant funds, prepare the Purchase Requisition or contact your department secretary for clerical support.

1. Purchase Requisitions can be entered into the SAP System. The initial request should be made at least **15** business days prior to the need/event. Please allow **20-30 business days** if entering into a Service Purchase Contract with a contractor.
2. The PD should provide a Quote, or detailed information listing the items required, item detail number and price/quantity to the department secretary.
3. If a Service Purchase Contract is required; the list outlining outlining the Purchase Requisition can be found on the OSPR website..
4. If PD is ordering food from AVI (i.e. Gold Rush tickets), enter the order into the COOS System and receive email notification before entering Purchase Requisition.
5. Please ensure that the Purchase Requisition is released by all approving authorities and a P.O. created.