

Sponsored Programs Purchasing

NOTE: Signature Delegation forms for individuals other than PI/Co PI must be on file prior to any orders being submitted

PI submits order on Sponsored
Research Project

PI submits order on Research
Discretionary Project

PI submits electronic requisition, with
quotes attached as necessary
(<http://hera.odurf.odu.edu/purchasereq/purchasereq.php>)

Requisition request must be filled out
completely – missing information will delay order
Orders \$5000-25000 require 3 quotes
(telephone, internet or catalog reference; orders
\$25,001 – 100,000 must include 3 written quotes
and attached to requisition; over \$100,000
require sealed)