

**LAB AND FACULTY ORDERING**  
**START**  
 You have found a part/parts you wish to purchase from a vendor.

Purchase Request is LESS than \$10,000

Purchase Request is GREATER than \$10,000

On approved Vendor List

Not on Approved Vendor List

Not on Approved Vendor List

On approved Vendor List

Pitt has a Punch Out.

Pitt does not have a Punch Out.

Vendor Accepts POs.

Vendor Only Accepts Credit Cards

Vendor Accepts POs.

Pitt does not have a Punch Out.

Pitt has a Punch Out.

Have Lab Liaison prepare Cart in Panther Express.

Purchase on Personal Credit Card

Fill out Sole Source and Export Control Form.

Have Lab Liaison prepare Cart in Panther Express.

Submit for Reimbursement.

**FINISH**  
Receive Parts.

Request for vendor to be added to approved list.

Fill out Order Form and Supplier Verification form.

Fill out Sole Source and Export Control Form if Applicable.

Check for Pitt Discount Pricing.

Request a quote from the vendor for the parts. If GREATER THAN \$10,000.

Share or send a cart with the items you want. If LESS THAN \$10,000. Quotes still preferred.

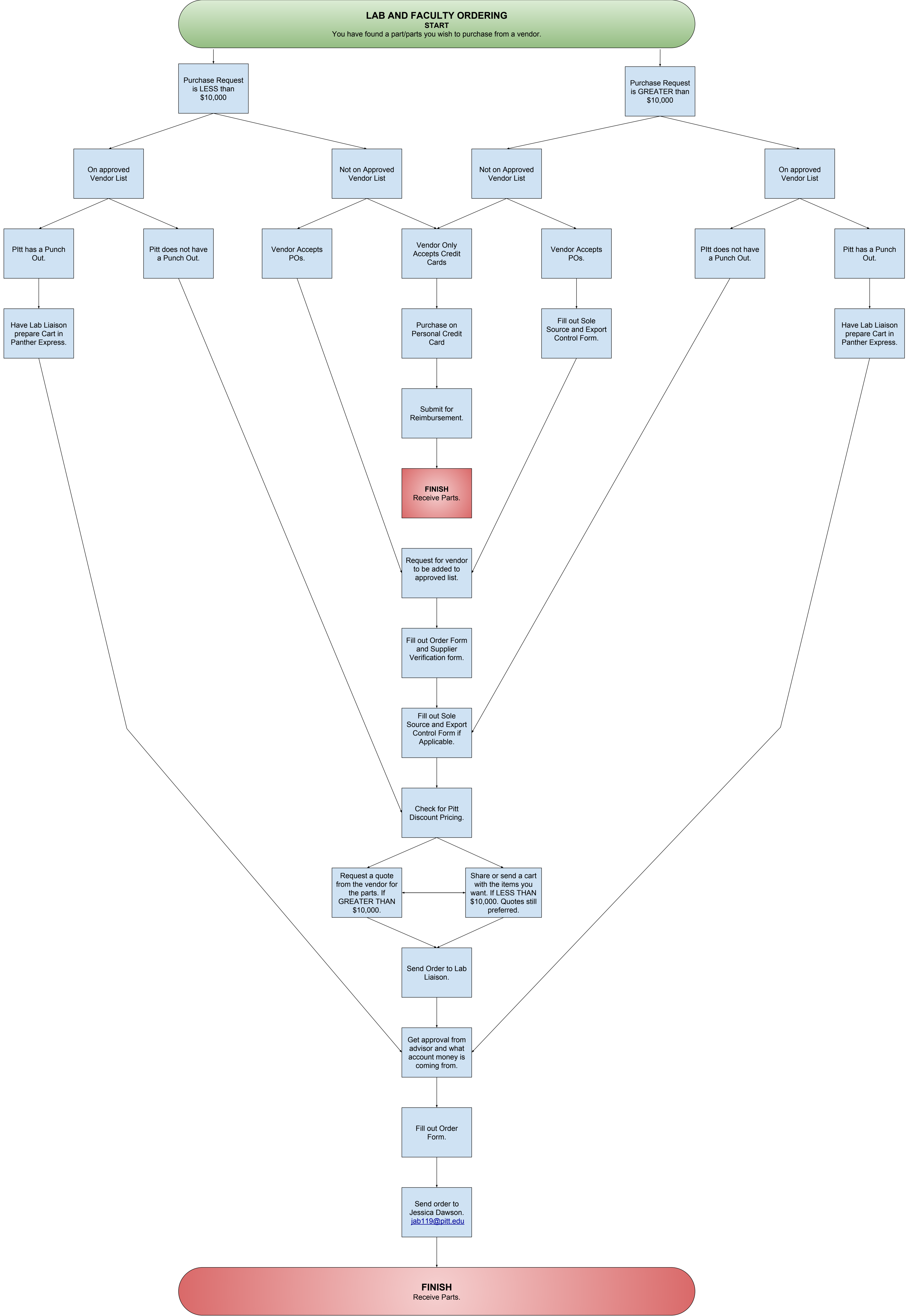
Send Order to Lab Liaison.

Get approval from advisor and what account money is coming from.

Fill out Order Form.

Send order to Jessica Dawson. [jab119@pitt.edu](mailto:jab119@pitt.edu)

**FINISH**  
Receive Parts.



# SENIOR DESIGN AND DEPARTMENT START

You have found a part/parts you wish to purchase from a vendor.

Vendor only  
Accepts Credit  
Cards.

Fill out **P-Card  
Order Form** with  
links to the exact  
parts you want.

Submit Order to  
Bill McGahey.  
[wem@pitt.edu](mailto:wem@pitt.edu)

Vendor Accepts  
POs.

Check Pitt  
Discount Pricing.

Fill out **ECE  
Purchase Order  
Request Form**.

Send quote (preferred) or  
send a screenshot of cart  
with items you want to  
Jessica Dawson  
[jab119@pitt.edu](mailto:jab119@pitt.edu).

## FINISH

Receive Parts.