

Faculty of Engineering and Applied Sciences: Purchasing Procedures

It is the responsibility of every Principal Investigator and budget signatory to familiarize themselves with [Memorial University's Purchasing Policy](#).

This policy will outline Memorial's spending thresholds and applicable procedures as governed by the [Public Procurement Act](#).

Please note that [Engineering Purchasing Requisition](#) must be completed and submitted electronically to the Faculty's Engineering Finance Office staff member administering the research or operating funding for verification of eligibility and funding available before the Buyer can facilitate a purchase. **Please allow at least 48 hours for your requisition to be processed by the finance team. Last minute purchasing requests will not be guaranteed.** All fields on the requisition must be completed before submitting the requisition for approval. The requester must supply the required quotations and [Strategic Procurement forms](#) dictated by the [policy](#). The vendor address, email address, cost of items requested, and cost of shipping along with any other costs associated with the purchase must be included with the submission to Engineering Finance.

Any questions can be directed to the [Engineering Finance Office](#).

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