

EQUIPMENT PURCHASES WITH "GRANT" ACCOUNT FUNDS

All purchases are to be made in accordance with [WSU Policy Chapter 14 - Purchasing](#)

NOTE: The PI is responsible for ensuring they have space allocated to them and available for the equipment being purchased. They should work closely with Facilities Management to ensure space is adequate/appropriate for use and to coordinate delivery, set-up and any modifications that might be needed for the space early in the process.

1. **PI/Technical Lead** will identify equipment needed, get quote(s) and provide the quote, funding information and vendor contact information to Researchcontracts@wichita.edu. The PI should consider shipping/delivery costs, lead time and payment terms when requesting a quote.
2. **Research Contracts** will confirm with Post-Award that funds are available for purchase.
3. **Research Contracts** will