

**PRE-PURCHASING CHECK LIST - BASIC QUESTIONS YOU SHOULD ASK BEFORE YOU PURCHASE**

QUESTION	YES	NO
<b>Is this item on State Contract?</b>	If an item or service is available under a state contract, purchase that item or service from a contracted vendor unless you can purchase the exact same item at a lower price from another source. Documentation is required to support your request to purchase off contract.	Follow ECU purchasing procedures
<b>Can I purchase this from a HUB vendor?</b>	ECU is committed to equal opportunity for access and to increased participation in the University's purchasing process by Historically Underutilized Businesses (HUB) - minority, women owned, or disabled vendors.	Follow ECU purchasing procedures
<b>Is the product made from Recycled material?</b>	ECU is committed to sustainability, and encourages the use of recycling and recycled products when available.	Follow ECU purchasing procedures
<b>Does this item affect any health and safety issues? Example: Hazardous Waste</b>	Contact EH&S with questions and for advice. (328-6166)	
<b>Will any buildings require modifications, alterations, renovations, or change to lights, data conduit, electrical outlets, locks, doors, walls, ceilings, flooring, casework, blinds, sidewalks, etc. to install this item (Including water, sewer, electrical, gas, or steam)?</b>	<a href="#">Contact the Facilities Service Center to determine feasibility and prepare estimate. (328-6776) or click here for more information</a>	
<b>Will any buildings require alterations, renovations or modifications to data conduit components for installation of this item?</b>	Contact ITCS - Jeff Warren (AF Infrastructure Services) @ 328-9040.	
<b>Am I able to purchase this item? Are there sufficient funds and is the funding source approved for this purchase? Is this state funds? Are there any restrictions?</b>	Contact the proper fund/budget authority	
<b>Are my Grant funds still open and active?</b>	Follow ECU purchasing procedures	Contact Grants (328-9527) and ask if an extension of the fund dates is possible. If so, process following ECU purchasing procedures.
<b>Are Part numbers, descriptions, and prices current for the supplier?</b>	Follow ECU purchasing procedures	Verify prices and availability with the supplier prior to placing the request.
<b>Is my spending level sufficient to purchase this with a PROCARD? Does the purchase meet the purchasing rules, regulations, and University Policies?</b>	Process the purchase using the PROCARD to streamline the purchasing process when possible.	Enter a purchase requisition in PORT.
<b>Is this a cellular or pager service request?</b>	<a href="#">Contact ITCS before proceeding. ( ) or click here for more information.</a>	
<b>Is this item found on the Accounts Payable Approved Expenditures list?</b>	<a href="#">Use the Banner Direct Payment Form found on the Accounts Payable Website. Click for quick access.</a>	Follow ECU purchasing procedures