

## The ECE Gateway "What do I include?" Matrix

	Fill out Equipment Info Section on the Requisition	Fill out Fabrication Info Section on the Requisition	Choose category in Restricted Items section on the Requisition	Vendor Quote* <b>and</b> enter quote number on the Requisition	Dept Source Selection (Form B)*	Sole Source Justification* (Form A)
Inventorial Equipment (any fund source)	X			X		
Item part of a Fabrication		X				
EH&S and/or Campus Restricted Item			X			
International Purchase			X	X		
Order Greater than \$3k on Federal Funds				X	X	
Order Greater than \$10k on Any Funds				X		
Order Greater than \$100k on Any Funds				X		X

\*Attach as pdf in Internal Notes & Attachments section of Requisition

Note: Your order may include more than one of these scenarios (for example: equipment order, greater than \$10k, on federal funds), so be sure to review all scenarios. Also, for each of these scenarios, additional approval steps outside of the ECE Department (i.e., Campus Purchasing, EH&S, Equipment Management) will be automatically invoked before the PO is sent to the vendor.