

Policies and Procedures Handbook

Illinois Institute of Technology

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Subject: Purchasing for Project & Contract Proposals Page 1 of 1

I. General

This purchasing procedure is required by various governmental agencies to ensure maximum usage of capital equipment purchased under government contracts and grants.

II. Procedure

- A. The purchasing procedure as outlined in the [*Purchasing Manual*](#) should be followed for project and contract research purchasing.
- B. A database showing the location, supplier and original cost of all capital equipment (defined to mean equipment purchases in excess of \$2,500 purchased with federal funds) will be generated and maintained by the Controller's Office.