

Capstone Project Ordering Process

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PURCHASING PROCESS

Step 1: Submit Purchase Request

Link: <https://forms.gle/HLS7jYCC5pp7ch8c6>

- Upload Excel Order Form
- Forms must be completed in its entirety before processing order
- Chemicals, biologicals and thermosensitive products must be specified in the form for review
- Requestor will receive a confirmation email with the option to track professor's approval and order placement

Step 2: Professor Reviews Order

- Professor will approve or may go over other options with the team
- Form may be rejected for not meeting the requirements in step one
- Requestor will receive an email notification if the order is denied or more information is needed

Step 3: Lab Purchasing Coordinator (LPC) Processes Order

- LPC will place order in Coupa (GCU's Procurement system) or online store. (Coupa approval process is accounted in the 3-7 days)
- You will be contacted if additional information is needed
- Requestor will receive a final email notification with the professor's approval and order placement information

Step 4: Order Pick-Up Email is sent

- Orders must be picked up during office hours

Keep in mind:

*Approval process takes 3 to 7 days in addition to the order lead times and mail center receiving system (1-2 days).

*Be aware of quantities available and standard shipping time for each item

*Review "Supplier List" & Include as many items as possible in one order per vendor.

*IMS is our preferred local metal supplier and in-store scrap purchase is available. See "Supplier List" for more information

*Use GCU's physical address for all quotes or you will be asked to update the quote. This address is used for shipping and GCU pricing. 3300 W Camelback Rd., Mail Dist. Ctr, Bldg. 44, Phoenix, AZ 85017

*Chemicals, biologicals, and thermosensitive items must go through the Capstone Specialty Material Review process (including those acquired outside GCU's purchasing process).

CAPSTONE SPECIALTY MATERIALS REVIEW/PURCHASING PROCESS

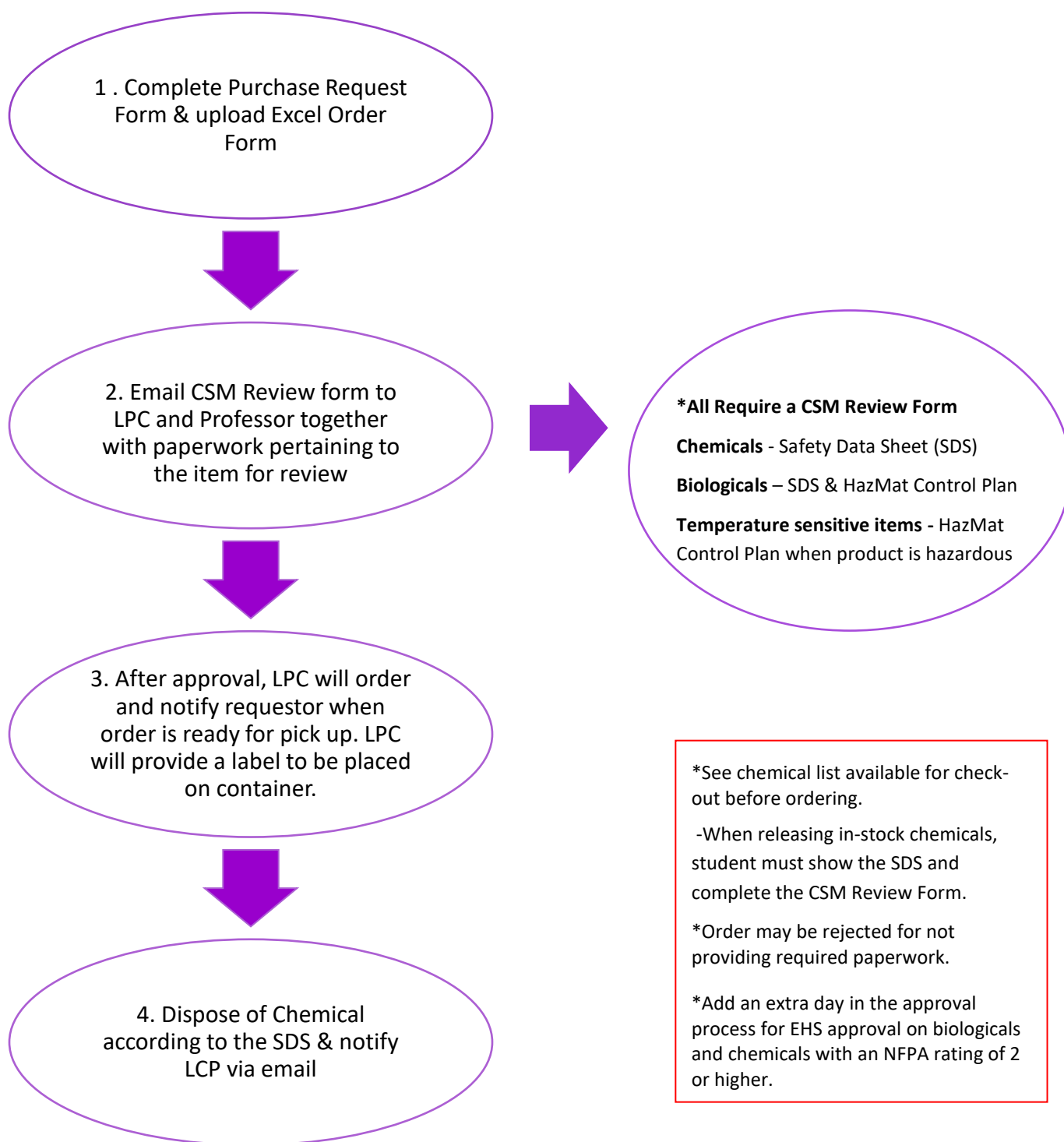
Specialty materials acquired outside GCU's purchasing process must notify professor & LPC and complete steps 2 - 4. Review "SCM" folder.

Chemical Examples: Anything hazardous and flammable (liquid, powder, crystals).

Other examples: glue, epoxy, paint, sealant, resin, Isopropyl alcohol, brake fluid, motor oil, adhesive, corrosion inhibitor, etc.

Biological Examples: Bacteria and any other living organisms.

Thermosensitive Examples: yeast and broth



P-CARD CHECK-OUT PROCESS

P-Card is used only for urgent purchases and required in-store purchase or payment

Complete Pcard Request Form

(Pcards cannot be checked out on Fridays)



**Form is reviewed and signed by
Capstone Professor**



**Form is provided to LPC
to check-out a Pcard**

(May go over online ordering and pick-up in-store options)



**Return Pcard & receipt
to LPC within 24 hours**

(Please keep a copy of your receipt and be aware of office hours)