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

1 . Complete Purchase Request Form & upload Excel Order Form



2. Email CSM Review form to LPC and Professor together with paperwork pertaining to the item for review



3. After approval, LPC will order and notify requestor when order is ready for pick up. LPC will provide a label to be placed on container.



4. Dispose of Chemical according to the SDS & notify LCP via email



Chemicals - Safety Data Sheet (SDS)

Biologicals – SDS & HazMat Control Plan

Temperature sensitive items - HazMat Control Plan when product is hazardous

- *See chemical list available for checkout before ordering.
- -When releasing in-stock chemicals, student must show the SDS and complete the CSM Review Form.
- *Order may be rejected for not providing required paperwork.
- *Add an extra day in the approval process for EHS approval on biologicals and chemicals with an NFPA rating of 2 or higher.

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)