Requesting a Purchase Order (PO)

All orders $2,500 & up require a PO

Required for PO’s under 10K:
- Vendor’s quote (must include the shipping charges)
- Chartstring
- PI approval
- Business purpose of the request (short description in Quartzy note)

Required for PO’s 10k & up:
- Vendor’s quote along with 2 competitive quotes
- Single/Sole source justification if needed
- Chartstring
- PI approval
- Business purpose of the request (short description in Quartzy note)

Single/Sole Source Requests:
- Along with the written justification, you must provide a redacted quote from the vendor to another organization showing the pricing for the same or similar products/services to ensure fair pricing
- If the justification is due to a continuation of a previous PO, please provide the previous PO #

Capital Equipment & Laser Purchases:
- All capital equipment orders require a capital asset form to be completed
- All laser orders require an EH&S laser registration form to be completed

New Vendors:
- If the vendor has not worked with Columbia in the past, please request a W9 from the vendor when you initially request a quote from them. Send the W9 & the vendor’s email to LaDonna Chambers (LC3296) to begin the new vendor set-up process as soon as possible.
- Please note that Vendor Management takes time to process new vendor requests

Certificate of Insurance (COI)
- Whenever a vendor has to step foot on Columbia grounds, we require a copy of the vendor’s COI
- Please see the sample COI on the finance gateway site in the “forms” section
- Here is the link for the sample COI: https://finance.columbia.edu/files/gateway/forms/Certificate%20of%20Insurance%20sample.pdf