The HSC Federal Equipment Form is required when purchasing capital equipment on federally sponsored projects as outlined in TTU OP 63.08, specifically any purchase over $5,000 on a Federal grant fund (Fund Type 21). This information will automatically route to the Sponsored Programs folder for approval.

This form is similar to the Non-Catalog form. The following section will walk through the form and necessary information. The titles in bold indicate required fields.

Vendor:

Select the “choose supplier…” link next to the No Supplier Selected message in red.

A. If you know the vendor, select “Search for Supplier”.

TTUHSC Finance Systems Management
This will open a Supplier Search window.

Type the search criteria for the Vendor in the Supplier Name field. For example, I am searching for 1 PC Network Inc, so I entered 1 PC.

Select the “Search” button.

A list with the Search Results meeting your criteria will appear. If you see the vendor you are searching for, select the red Select button next to their address. This will bring the information back into the Non-Catalog form.

B. If the vendor is not listed in the Supplier search, select “Manually Enter Supplier Information” from the drop-down list.
This will open a window that will allow you to type supplier information. This information will automatically route to the New Supplier set-up workflow.

Type in any information you have regarding the supplier and select the “OK” button.

This information will automatically populate into the Non-Catalog Purchase Form.

C. For requisitions that will be going out to bid and the award vendor is not known, you should search for a vendor that is an available source (a vendor that can supply the item). If no available source is known, select to “Manually Enter Supplier Information” and put Bid Vendor in the Supplier name field and 555-555-5555 as the Supplier Phone and Fax number.

Distribution:

The system will let you know how the purchase orders will be distributed, but if you need the order sent in a different manner or to a specific rep you can include that information on this form. To do so select the button next to “check this box to customize order distribution information.”
Purchase Category:

This field is required and will drive future workflow approvals. Please properly select the Category of the purchase from the drop-down options.

Catalog No.:

This field is not required but the information entered in this field is what will populate into your ledger descriptions. If you are filling out the form for a service order, then a short description should be entered.

Quantity:

This field is required and should be the total quantity of the item you are ordering.

Packaging:

This field is required and has two parts. The first field is the numeric amount of the packaging and the second field is the unit of measure. For example, if you are purchasing 4 items that are packaged in a 3 Gallon container than you would enter the information as:

![Quantity and Packaging](image)

Unit Price:

This field is required and should be the unit price of the item(s) you are purchasing.

Product Description and Specifications/Long Text:

The Product Description field is required but the Specifications/Long Text is not required. The Product Description field only allows 255 characters or less. The Specifications/Long Text allows for 2000 characters per line and should be used if you run out of characters in the Product Description field. If you are submitting specifications that will not fit in these fields, you should provide a short description with an annotation that specifications are attached. You should then attach a word document of specifications to the internal attachment field.

Shipping Information:

This is a required field and you have two choices: Shipping Cost Included in Line Item and Shipping is Prepaid and Will Be Added to Invoice. This must be answered accurately based on the vendor's quote if it is not going out for bid.
Prior Year PO Number:

This field is only required if the requisition is for services or products that are a continuation or renewal from a previous fiscal year.

Principle Investigator:

This is a required field and you should type the name of the Principle Investigator.

Grant Number:

Please enter the Grant that will be used to charge the purchase. This is a required field.

Grant Expiration Date:

Please enter the expiration date for the grant. This is a required field. It should be in mm/dd/yyyy format.

Research Project Name:

Please enter the research project name in this required field.

Authority to Procure Equipment in Final 60 Days of Grant:

This field is only required if there are more than 60 days before the grant expiration date.

Ownership:

This is a required field in which you need to select one of the following options:

- Federal
- Private
- State/Other Agency
- TTU/HSC

Grant does not specifically authorize purchase of equipment:

Provide documentation if a grant does not specifically authorize you to purchase federal equipment
Authorization:

Detail information on authorization to procure under a particular grant or contract. Check this field if you are authorized to procure under this grant or contract.

Additional Information/Comments:

General information required and any additional comments needed.

Proprietary Purchase Justification (If Applicable):

These questions are required if the purchase is a sole source. Required by state and federal law and HSC Policy when the specification requirement limits consideration to one manufacturer, one product, or one service provider and the amount of the purchase exceeds $5,000 (unless an exempt purchase). A proprietary purchase is justified only when an equivalent product or service competition is not available.

Additional Information:

Use this box to provide the purchaser or vendor with any additional information you feel would be helpful.

When you have completed the form, please select “Add and go to Cart” from the Available Actions list and select “Go” at the top right corner of the screen. This will place the document and the information into the requisition form. If you need additional information on completing the requisition form, please review the Phase I documentation and the Phase II Shopper / Requester document.