

CEHD PURCHASE REQUEST GUIDE
GRANT FUNDED TRANSACTIONS
APRIL 2023

Submitting a Grant Funded Purchase Request:

- Please contact your MFG Delegate for assistance especially for purchases greater than \$5000. Requests should be emailed to your MFG Delegate with a cc to the cehdora@gmu.edu
- Include on the Email Subject Line – Purchase Request
- Provide the following info in the body of your email or attach the purchasing form provided by your delegate.
 - Requester / email
 - Fund / Org #
 - Cost share?
 - Vendor
 - contact name
 - email
 - Item Desc
 - quote
 - website link
 - Ship to (campus address)
 - Notes (date needed, delivery info, other...)