



## General Process Overview:

### Purchase of Goods

#### Definition

A Purchase Request (PR) is required for the purchase of any goods, including but not limited to the following:

- Lab materials, chemicals, equipment, supplies.
- Office/Facilities supplies and equipment.

#### Time requirements

2 to 4 business days (to process your PR).

- Delivery of your order depends on availability.

#### Process

- If requesting equipment, Purchasing will review the quote for pricing, terms and conditions, signatures if required.
  - The processing of the quote and the PR will happen simultaneously.
  - Once the PR is approved and the Quote is reviewed and/or signed the PO will be generated and the order will be placed. Requestor will be copied.
- Requestor will need to ensure request is in budget. (If out of budget see ***Out of Budget Request*** form).
- Requestor will need to add Purchase Request (PR) into Cost Point.

#### Information needed from you

- Purchase Request (PR).
- Initial Quote from vendor for equipment purchases.

Send information/request to [Purchasing@Pfenex.com](mailto:Purchasing@Pfenex.com)