



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 4.3 - Purchase Process (Steps) for Equipment

This flowchart has been created to provide departments with an easy reference for the steps that need to be followed in order to purchase equipment and supplies when the items required are not available through an existing contract (*refer to Section 3 of this manual for requirements for purchases on existing contracts*). These are general guidelines that cover the majority of purchases, please note that certain special commodities such as vehicles, IT purchases and chemicals may require additional steps and approvals.

