

## PURCHASING QUESTIONNAIRE/CHECKLIST

- List of technical requirements – what are the wants vs. needs?
- Justification for the purchase – is it an upgrade/replacement? Are there other equipment options available, or is this equipment sole source? Tech specs from other sources not satisfactory?
- List of vendors being considered – has there already been dialogue with them?
- Have you considered Lease vs. Buy options?
- If leasing, do you want to own the equipment at the end of the lease or have the option to buy it at the end of the lease?
- Are sponsored funds involved?
- If sponsored funds are being used, does the grant/contract allow you to buy or lease?
- What will be done with the old equipment if purchasing an upgrade/replacement?
- Are maintenance/service contracts being considered? OEM or 3<sup>rd</sup> Party?
- Are supplies/consumables/reagents being considered? Supplied by the OEM equipment vendor? 3<sup>rd</sup> party? Core Store/University Store/eMarketplace?