

VSU Office of Sponsored Research and Programs Procurement Planning Worksheet

Please complete this document and submit with your Pre-proposal checksheet

VSU's Procurement department has ultimate responsibility for the acquisition of goods and services and the administration of contracts. In the spaces below, please provide the requested information in order to notify Procurement of the need for (a) purchases of \$5000 or above or (b) contracts. If you have already obtained quotes or have detailed specifications for items or services, please attach them to this document.

Item/Service	Justification/Purpose	Date needed

OSRP only	Procurement planning conference date	
Procurement conference notes		

Approvals: We, the undersigned, agree to the purchase of the items listed above according to the deadlines listed above.

Purchasing

Investigator

OSRP