

- 1. Approved Acquisition Request
- 2. Ensure item is EPEAT compliant.
- 3. Work with Government Vendors; target underrepresented vendors.
- 4. Receive IT approval of specs prior to purchasing.
- 5. Laptops - See sensitive item(s)

IT item(s): PC, Printer, Scanner, etc.

Lab Supplies

- 1. Approved Acquisition Request
- 2. Check GSA for items; BPA's & targeted businesses.
- 3. Check ARS Intramalls for items; BPA's & targeted businesses.

Registration Fees

- 1. Approved Acquisition Request
- 2. Use 2570 in CATS and USBank.

**Supplies \$3,000 or less**

Training

- 1. Approved SF-182 in AgLearn is approved acquisition request.
- 2. Use BOC 2523 in CATS and USBank.

Office Supplies)

- 1. Approved Acquisition Request
- 2. Purchase Ability One items, if available.
- 3. Check GSA for items; targeting BPAs and Underrepresented vendors.
- 4. Check ARS Intramalls for items; targeting BPAs and Underrepresented vendors.
- 5. Buy Green; code as "Green" in USBank 'Agency Specific Data' field

Sensitive Item(s): Laptop, camera, etc.

- 1. Approved Acquisition Request
- 2. Ensure item is EPEAT compliant.
- 3. Work with Government Vendors; target underrepresented vendors.
- 2. Receive IT approval of specs prior to purchasing.
- 5. Use BOC 3141 in CATS and USBank.
- 6. Provide Description, Serial #, Make/Model, Acquisition Cost to Property Manager