

# Products: Lab Supplies

## HOW TO BUY LABORATORY AND SCIENTIFIC PRODUCTS

### Purchases under \$5,000

---

Purchases under \$5,000 can be made using a [P-Card](#) or a [PDLVPO](#). Compressed gases and radioactive materials are restricted purchases and may not be purchased with a P-Card or a PDLVPO.

### Purchases over \$5,000

---

Purchases over \$5,000 can be paid for through [Advantage](#).

### Scientific or Laboratory Capital Equipment

---

To purchase scientific or laboratory capital equipment, you must provide detailed specifications and contact a buyer in this area for assistance. For equipment purchases of \$50,000 or more, a formal Invitation to Bid (ITB) is prepared and issued to the vendor community. Responses are evaluated quantitatively, and ASU will purchase the item from the responsible vendor issuing the lowest bid.

For customized items or items that cannot be defined by specifications, the department should prepare a scope of work, evaluation criteria, and a description of the intent of the project. A Request for Proposal (RFP) is prepared and issued to the vendor community. Responses are evaluated qualitatively where price is not the primary deciding factor.

Occasionally, a product or service is so specific or unique that only one source qualifies as a provider. Sole source purchases require written justification by the requesting department and subsequent approval from the appropriate professor, researcher, principal investigator, department chair or director. PUR 303-02 Sole Source Procurement, <http://www.asu.edu/aad/manuals/pur/pur303-02.html>

Scientific equipment may be tax exempt if it is used solely for research and development purposes. This policy applies to both capital equipment and fabricated components that are used to build a larger system. The tax exemption is applicable for capital and fabricated purchases in the "hard" sciences, i.e. chemistry, biology, physics, engineering, etc.

<http://www.asu.edu/aad/manuals/fin/fin120.html>

### Compressed Gases, Liquid Nitrogen, Dry Ice or Radioactive Material

---

Per [ASU policy](#), the purchase of all compressed gases must be made through the gas division of Lab Stores. Delivery is available to any lab on any ASU campus. Dry ice is available 24 hours a day and 7 days a week at Lab Stores. Liquid Nitrogen is also available 24/7 through an automated dispensing system, with the issuance of a key to access the LN2 and dry ice areas. Otherwise LN2 and Dry Ice is available during Lab Stores regular business hours of 9:00 am – 3:30 pm. To obtain key access, contact Lab Stores at 5-3377.

**To order gases**, send an email to [gascylinders@asu.edu](mailto:gascylinders@asu.edu) with the following information: type of gas, quantity, department name, department professor's name, account number (agency/org) and location for the delivery of the cylinders.

**For liquid nitrogen**, the following information will be needed for the initial account set-up to create the barcode so that departments are able to access the automatic dispensing system 24/7: Department name, department professor's name, and account number (agency/org). Customers can pick up the card at Lab Stores and begin using the system.

**To pick up dry ice**, you will need to complete a log form with the following information: department name, department professor's name, name of individual completing the log, the quantity of ice used per lab, and the account number (agency/org).

**Radioactive materials** can be purchased through [SunRISE](#) or through Advantage with an RX. If an RX is used, Purchasing will forward the request to the Office of Radiation Safety for approval. Once approved, the buyer enters a PC document and places the order. A confirmation number will be emailed to you with shipping and delivery dates. All radioactive materials are delivered to the Office of Radiation Safety, Engineering D-Wing, Room 109. Per the radiation safety manual, upon receipt of the materials, the Office of Radiation Safety staff survey the materials for radiation levels and surface contamination. The responsible user is notified of its arrival. Radioactive material is delivered to users by ORS staff.

[http://www.asu.edu/radiationsafety/radioactive/chap\\_5.html](http://www.asu.edu/radiationsafety/radioactive/chap_5.html)

## Lab Stores

---

Physical Sciences, G-Wing, PSG 106 ([Map](#))

Tempe Campus

480.965.3377

Hours: Monday–Friday 9:00 am – 3:30 pm, Chemical order pickup from Noon – 3:00 pm

Contact	Phone
Customer Service   Stock inquiries   Receiving	480.965.3377
Gas products inquiry and orders	480.965.9079
Account questions	480.965.6546

Purchasing questions? Get answers at [purch-q@asu.edu](mailto:purch-q@asu.edu)