

**Equipment:** (such as account codes: 710002, 710013, 710020, 710030, 710031, 710034, 711000, 711013, 711030, 711032, 711034, and 711999)

Prior to entering a requisition for equipment it is important to verify that the area is ready to receive the equipment such as:

- Facilities should be contacted for assistance. Are any modifications required (such as electrical, HVAC, plumbing, floor reinforcement, fume hood, etc.)
- Does the equipment fit in the designated area, entry area and elevator?
- How will the equipment be moved? Does it require a rigger? What is the weight and overall dimensions of the equipment?
- Do I have sufficient funds to cover the costs associated with the fit-out and move of equipment?
- If you are trading in a piece of equipment you must first complete a Surplus Property Form available on the Office of Procurement Services website or can be accessed via the following link: <http://www5.njit.edu/finance/purchasing/forms/> and receive confirmation that the item may be traded-in. The quote and requisition will need to reflect the value of the trade-in.

Once all of the items above have been addressed, you can then proceed with your requisition; which must include the following information to insure that the correct merchandise is received.

- Quotation Number, State Contract number and or Bid number (entered in the “Document Text” print box)
- Item #, Part # and or Model # (entered on each commodity line item)
- Detailed Description of item on each commodity line
- Correct quantity and unit cost
- Warranty period
- Installation costs (if vendor is installing a Certificate of Insurance is required)
- Expected delivery date
- If ordering from overseas, the requisition must include all costs for import and brokerage fees.