



- No contracts can be signed by faculty or staff. They will need to go through the University.
- Speed of order processing and delivery depends on the time of year. May-July, Nov-Jan is high volume and will take the longest time. Delivery times depend on vendor availability/ distribution: March and Oct are dedicated faculty order priority months; these are the best times to place an order.
- ISO Risk Assessment time frame is dependent on the campus request volume and university data steward availability.
- Campus purchasing process is dependent on terms negotiation with the vendor