

Mechanism for Providing the Needs of Biochemistry Department Laboratories:

1. The Biochemistry Department is contacted by the Procurement Unit under the College of Science Administration.
2. The request is forwarded by the Department Chair to the Laboratory and Safety Committee to compile the laboratory requirements.
3. The Laboratory and Safety Committee compiles the needs and submits them to the Department Chair.
4. The Department Chair directs the Biochemistry Department's Procurement Committee to prepare lists, minutes, and pricing of items according to the templates and schedules provided by the College Procurement Unit.
5. The prepared lists are sent by the Procurement Committee to the College Procurement Unit for further processing.
6. The College Procurement Unit receives company offers and forwards them to the Biochemistry Department.
7. The offers are reviewed and analyzed by the Procurement Committee members in the department to select the best options.
8. The selected items are sent by the Procurement Committee to the College Procurement Unit to take the necessary actions.
9. Once the approval process is completed and items are supplied, the Procurement Committee in the department receives the items from the College Procurement Unit and takes the necessary measures.