Appendices Continued…

Special Procedures

Some departments order unique and specialty items that require additional steps. These items include:

- Animals;
- Radioisotopes;
- Select Agents (biological toxins);
- Professional and Consulting Services; and
- Additional items for School of Medicine as outlined in the Expense Approval Process.

The processes for ordering these items can be found here in the Procurement section of the Financial Services website.

Users should visit this site and click on the appropriate links to review guidance details.

The Buy@Duke Help Desk (phone: 681-1872) can assist in completing these orders.