

ESTIMATED PROCUREMENT/DELIVERY LEAD TIMES

These lead times are estimates (actual lead times may vary) and allow for ordering and delivery of items under typical circumstances. Requisitions should be submitted as soon as possible to ensure timely delivery.

COMMODITY/SERVICE	PROCUREMENT/ DELIVERY LEAD TIME *
Any Special Fabricated Equipment	120 days or longer
Athletic clothing/equipment	60 days
Automobiles	90 days
Copy Machines	90 days
<i>Purchases via existing, approved contracts</i>	<i>45 days</i>
Information Technology Hardware/Software	120-150 days
<i>Software</i>	<i>45 days</i>
<i>Standard LU laptop or desktop configurations</i>	<i>45 days</i>
Farm Tractors/Implements	90 days
Forklifts 90 days	90 days
Furniture	90 days
<i>MVE orders</i>	<i>60 days</i>
Laboratory Equipment	90 days
Laundry Equipment (Commercial Type)	90 days
Medical Equipment	120 days
Printing	90 days
Printing Equipment	90 days
Radio Equipment	90 days
Restaurant Equipment (Small)	60 days
Steel/Steel Products	120-180 days
Trucks (Medium and Heavy Duty)	120 days
Video Equipment	90 days

* Any commodity or service requiring the issuance of a bid would have a procurement/delivery lead time of at least 60-89 days.