

Purchasing FAQ

Email: mepurch@umn.edu (for all purchasing related questions)

Phone: 612-625-4099 (Julie or Haewon)

Where do I turn in my purchase order requests?

You may turn them into the drop box in Payroll and Purchasing area of ME 1100D, or in the drop box outside the office after 4:30PM.

Do I have to use all the numbers in the EFS string?

Yes, you do have to use every single number in the account string. If any number is missed, the charge will not hit the correct account.

Note: not all EFS strings include every number field.

Do I need to fill out every question in the justification?

Yes, the justification should be detailed and complete because it is used by accounting staff, faculty, and auditors. Many of these people are not familiar with your work, so the explanation should be clear enough for an outsider to understand. If we deem it is insufficient, you will be contacted and asked to add more detail.

What if I do not know the exact price of an item?

Contact the vendor for estimated pricing.

Do I need a quote?

A quote is needed for higher priced items, but is very useful for all orders because it ensures that the company will charge you the agreed upon prices. Attach quotes to the PO forms you submit.

I have not received my items yet. What do I do?

Please call the company and reference the PO number on the top of the Purchase Order request that was returned to you. If the company did not receive our Purchase Order, please contact Julie or Haewon in the Purchasing Office and they will re-send an official copy of the Purchase Order.

How do I order from U Market?

Please contact Julie or Haewon if you will be doing any purchasing so you can be set up in U Market. U Market is the first place you should look for goods- we contract with suppliers to receive discounts, free shipping, and/or many other benefits. Many teams or lab groups designate a single person or "leader" to handle their U Market orders.

How long does it take to process a request?

Purchase Order requests take approximately 48 hours. Please note that completing the forms correctly and completely will help to expedite the process. This also depends on whether or not a vendor is currently set up in

our financial system. If they are not, your request may take longer while we contact them for the necessary paperwork.

Unique purchasing situations...

Hotel stays, vehicle registration or trailer purchases, and sales of team goods/ parts are a few situations that may occur- these should NOT BE HANDLED ALONE. Before doing anything, please contact Julie to make sure all proper processes are followed. These situations are often much more complicated than you think, and can have ramifications if not done correctly.

Reimbursements

Purchasing items out of your own pocket (such as for a team meeting, or unexpected emergency purchases on the weekend) may occur. If so, you will need to fill out a non-employee reimbursement form, found on the ME website under "internal services -> forms." All receipts will need to be submitted, and taped onto a piece of plain 8.5x11" paper if they are smaller than a sheet of paper. Submit these to Purchasing dropbox in ME 1100D.

Note: Reimbursements should be your LAST resort. More often than not, the purchasing office can find a way to buy what you need; check there first.

Do not make any purchases on Craigslist. These will not be reimbursed- no exceptions.