2014-2015 Senior Design
Purchasing Procedures

On-Campus Purchases
When purchasing items on campus (UI Bookstore, UI Copy Center, Chemstores), all you need is a Budget Number and Activity Code. Bring the receipt(s) to Molly ASAP do not hold on to your receipts.

Facilities and Shop Stores Purchases
Please see the Senior Design website and talk with Russ Porter in the ME Machine Shop for purchasing and work done by UI Facilities. (Use blue Work Order Form, turn in to Molly)

Credit Cards

Designated Purchaser
Each Senior Design team has a UI purchasing card. This will be the primary means of purchasing for your projects. One person per team will be designated as the primary contact for purchasing. Only the designated purchaser will be allowed to check out the credit card, and is responsible for turning in all paperwork and receipts in a very timely manner. Once a team has established who their designated purchaser will be, notify Molly and turn in the completed Designated User Agreement.

**No credit cards will be checked out for use until a completed credit card use agreement is turned in to Molly. (Green Credit Card Form)**

Shipping
Items purchased over the phone, by fax, or on the internet must be shipped to the University, not your home, this is university policy. When available please list the amount for shipping. See attached shipping addresses.

Receipts and Invoices
A receipt, invoice, or order confirmation must accompany each order. (Exception: McMaster-Carr, they send an invoice by mail.) If you place an order by phone, ask the vendor how you will receive your invoice/receipt and make a note on your credit card order form. When orders are placed online, please print out the e-receipt and/or order confirmation, sign it, and turn it in with the rest of your paperwork. If a description of the item purchased is not on the receipt, please provide one when filling out the credit card order form.

**Packing slips are not an acceptable form of receipt, but must be turned in.**

Tax Exempt
The University of Idaho is exempt from state sales tax. This is stated on the face of each credit card. Please do not forget. If a vendor needs our tax exempt information when placing phone or web orders, please contact Molly.
Restrictions

The following items are restricted and may not be purchased using a UI Credit Card:

- Alcoholic Beverages/Controlled Substances
- Ammunition/Weapons
- Food/Water/Entertainment
- Hospitality Expenses/Gifts (food/flowers/plants)
- Household Moving Expenses
- On-Campus Purchases (except UI Bookstore)
- Office Decorations
- Personal Items
- Utilities/Cellular Phone Charges
- Radioactive/Hazardous Materials
- Consulting Fees/Individual Contractors

Each card has a credit limit of $2500, for purchases over this amount please see Molly. Certain vendors or commodities have been "blocked" from usage. If you present your Card to any of these merchants, the transaction will be declined.

**Never make a purchase without checking the credit card out and never write down your credit card number to use at will**

Departmental Purchase Orders

For purchases of $2500 or more and/or for vendors who do not accept credit cards, a departmental purchase order (DPO) will need to be requested. Please fill out a Purchase Request form and allow sufficient time for all required signatures to be collected.

Other Items

Vendors

MSC Industrial Direct – set up an online account or order by phone. If ordering by phone, ask to be put in the fax queue for invoicing. UI account number is 968108. http://www.mscdirect.com or 1-800-645-7270

The UI and ME have accounts with other companies please see Molly for details and questions.

Reimbursements:

For purchases paid for with personal funds, a reimbursement request form must be completed. (Use the Pink Non-Travel Reimbursement request)

- A detail receipt must accompany the credit card receipt.
- Each individual turns in his/her own receipts.
- Do not hold on to receipts, bring them to Molly ASAP.

DO NOT HOLD ON TO RECEIPTS!!

Please allow enough time to get the proper signatures and for forms to be processed, usually 2-3 days. You will get your reimbursement faster if you sign up for direct
deposit. Go to http://www.uidaho.edu/controller/accountspay/apforms and click on the AP/Travel Direct Deposit link, login and enter your bank account and routing information.

Receipts must be turned in for all purchases. If a description of the item purchased is not on the receipt, please provide one when filling out the reimbursement form. The forms are available outside the ME office (Engr/Physics 324K) in the wall file and on the ME website.

If you have questions, please do not hesitate to stop by and see me. Office hours are from 7:30-4:30, Monday-Friday.

Failure to comply with these guidelines will result in loss of use of your departmental purchasing card.

**Molly’s contact information:**
Office – EP 324G
Phone – 885-4279
Fax – 885-9031
E-Mail – mollym@uidaho.edu

**Shipping Addresses**

**USPS, UPS & FedEx Ground and Freight carriers**
Mechanical Engineering
University of Idaho
Attn: (insert your real name here)
875 Perimeter Drive, MS 0902
Moscow, ID 83844-0902

**FedEx Express**
Mechanical Engineering, UI
Attn: (insert your real name)
691 Ash Street room 324K
Moscow, ID 83844-0902w