Purchasing Frequently Asked Questions

- Where do I turn in my Purchase Order requests?
  - You may turn them into the Purchasing Office, ME 101, or in the drop box outside ME 101 after hours.

- Do I have to use all the numbers in the EFS account string?
  - Yes, you do have you use every single number in the account string. If any number is missed, the charge will not hit the correct account.

- 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.

- 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.

- 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 Lissy or Sam in the Purchasing Office and they will resend an official copy of the Purchase Order.

- How do I order from Ustores?
  - Please fill out the regular purchase order. The pricing for items can be found at Ustores.
  - Please note that the OfficeMax catalog is obsolete. Please use the Innovative Solutions website for office supplies.
    - Username: umnbrowse  Password: ustores

- What is Umart?
  - Umart is a University-run computer hardware and software provider which provides the University with an educational discount. See their website Umart.

- Do I need an e-quote with a Umart order?
  - Yes. Attach a copy of your e-quote with your PO request.
  - ***If Ray Muno is creating your quote, you will still need to fill out a Purchase Order and turn it in to the Purchasing Office. Please do not give Ray the account to charge—he is only creating the quote for the order.

- 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.
• My purchase request is over $10,000. What do I do?
  o The University requires you to fill out a Price Comparison Form and turn it in along with the Purchase Order.

• My purchase request is over $50,000. What do I do?
  o University has contracts with certain vendors which would allow the request to be processed as a regular PO. A listing of these vendors and contract numbers can be found at U Wide Contracts. Otherwise, your request will have to be sent to Purchasing Services and sent out for bidding. The bidding process can be avoided by filling out a Request to Bypass Bid form when you submit your PO Request. Please note that this does not necessarily ensure that your request to bypass the bidding process will be honored. You should also note that the process for PO's over $50,000 can take much longer. Details of the processes for purchasing large orders can be found at this policy page.

• How do I set up an Open Purchase Order for gas cylinders?
  o Fill out a normal purchase order, but please note in the additional comments that this is an open purchase order. This PO will remain open for one year, so you will have to fill out a new, updated purchase order when the old one closes. You will also receive memos that you will have to sign when invoices come in. These are to make sure that the vendor is charging us for the correct amount of cylinders. Please check to make sure the amount of cylinders on the memo is the same amount of cylinders that you have in your lab.

• How do I order from the Bookstore?
  o If you would like to establish an open account for use over an extended period of time, please send an email to Lissy Gonring at gonri003@umn.edu. In the email please include the account number you would like to set-up as well as the names of the students or staff that you would like to have access to use the bookstore account.