

How to get Supplies

Everything at the U of M is EFS# (chartfield string) driven. Pay special attention to what things each chart string can buy. For instance, most sponsored accounts can't pay for printing costs or food items unless specifically set them up for them – which isn't likely.

The University is **TAX EXEMPT**. It's up to the buyer to inform cashiers of this status. Our tax-exempt # is 8029894. This # is located on all P-cards. If a vendor requests a tax exempt certificate (ST-3 form), you can download one at http://tax.umn.edu/sales_tax.html.

Remember: *Purchasing cards must have tax removed (big hassle).
However, reimbursements to personal cards: Tax included okay*

Purchase Orders (POs)

Our department prefers that most items are bought using a Purchase Order.

- Once you find the product you want online or from a catalog, complete a Purchase request form found online at www.me.umn.edu/intranet/forms/index.shtml
- Completed forms get turned into the Purchasing Office, ME 101, or in the drop box outside ME 101 after hours.
- All questions concerning POs should be directed to the Purchasing Office in ME 101

P-Cards

- Can be used everywhere a credit card is accepted as payment – **Major exceptions include capitalized equipment, alcohol and hotels**, including the use of booking agencies like *Orbitz, Travelocity, etc... when used to book hotels. Other minor exceptions should have been explained to you upon receiving your card.
**You can use booking agencies (Orbitz, etc.) for travel, just not hotels*
- Purchase must be under \$2500
- You must inform the vendor that University is TAX EXEMPT (see note above).
- After providing payment to the vendor, purchasers **must complete** a Procurement Card Payment Form found online www.me.umn.edu/intranet/forms.shtml, and submit it with an ****itemized receipt** of the purchase to their admin specialist. If the purchase contains tax, it is up to you to have the tax amount removed or credited to the P-card.
***Itemized receipts show each item purchased, the total, and that a credit card was the method of payment. Why? We need proof that alcohol wasn't bought (unless you have a special account) and that you didn't create the receipt yourself.*

Personal Credit Cards

- Can be used everywhere a credit card is accepted as payment – except capitalize equipment (hotels are okay)
- OK if tax is charged – it will be reimbursed as well.
- Submit receipts along with a completed Employee Reimbursement Form found online www.me.umn.edu/intranet/forms.shtml to the Purchasing Office
- Reimbursement can take anywhere from 48 hours to 2 weeks.

Where to get Supplies

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UMarket

- This is the U's new new e-commerce, supply-purchasing website which started on **July 1, 2013**
- Search Online, **<http://umarket.umn.edu>** for discounted technology products for all members of the University community
- A separate instructional aide for UMarket will be provided to you.
- The Purchasing Office is your contact with any questions you have regarding UMarket: <**mepurch@umn.edu**> or 612-625-4099

Printing Services

- Spiral bound presentations, 3-hole punched lab manuals, stationary, business cards, etc. (For posters, see additional handout "Printing Posters")
- Visit on the web **www.printing.umn.edu/home.htm**
- As long as you have a EFS #, anyone can go there and get whatever is needed

Bookstore

- Purchases must be made by either a purchasing card (remember to tell them TAX EXEMPT) or personal credit card, followed by the submission of the receipt with and corresponding forms either to your admin support person or the Purchasing Office.

On-Line and Beyond

- You can use sites like Amazon and Ebay – be careful of tax charges, limits, and exemptions if using a P-card!
- Purchases done with your personal credit card (check with Purchasing is amount is over \$2500) will have to be reimbursed - and know which EFS # will do the reimbursing

US Post Office – Coffman Union

- Will not do EFS#
- Either use cash or pay with personal credit card to submit later for reimbursement