

ME Purchasing Policy & Procedure:

I. Policy:

Use of the ME Department credit card is a privilege that can be revoked if users do not follow ME and University purchasing policy: <https://businessservices.wisc.edu/purchasing/how-to-make-a-purchase/>.

The credit card **CAN** be used when purchases are:

1. Under \$5,000
2. Approved by those responsible for the funding (ME Office Staff, Faculty).
3. The items to be purchased are not available through the UW online purchasing system; Shop@UW_or DoIT.

The credit card **CANNOT** be used for:

1. Any purchase of alcohol – ever.
2. Purchases from UW identified ineligible vendors (see UW policy link above).
3. Purchases for travel or food **UNLESS prior approval is granted by ME office staff** (Dept. Financial Specialist, Accountant or Department Administrator).

II. Procedure:

1. Talk with your Instructor/PI for approval of the purchase and to determine what funding should be used.
2. Find the item from MDS, Doit, or online (always checking MDS & Doit first).
 - a. MDS https://mds.bussvc.wisc.edu/order/shopper_lookup.asp use a guest account to create your cart of items
 - b. DoIT <https://techstore.doit.wisc.edu/> click on departmental store to create your cart of items
3. Create a shopping cart on the vendor's site.
4. Make a pdf of your shopping cart of the item you want to purchase and save with the correct title sequence. (Lastname_vendor_date).
5. Fill out the online form https://docs.google.com/forms/d/e/1FAIpQLSd1KTsDa9Xm9gqa-f_gBULbMZt9i9BQmoKHvFMBSJKrbDfFng/viewform
6. Ship to a UW address. Purchases cannot be shipped to personal residences.
7. Receive an automated response for confirmation the order was submitted.
8. If the order is placed before 2pm it will be ordered that day.
9. Receive an email showing the purchase was made.
10. For questions about your order, contact the vendor and reference your confirmation or order number that has been mailed to you.