1. Department user determines need to purchase an item.

2. Enter requested information in the Procard Purchasing Form (http/go.wisc.edu/mseppf)

3. PPF sends copy to User and notifies Staff of new order

4. Staff Review: Is information complete?
   - Yes: Funds available?
   - If no: Staff will contact User for additional information

5. Staff places order

6. User is sent confirmation email

7. Transaction moved to Ordered Items on Google Sheets

8. Staff keeps all documentation and reconciles with procard statement

For further information, please refer to the Business Services web page on How to Make a Purchase: https://businessservices.wisc.edu/purchasing/how-to-make-a-purchase/

Please ensure to follow the above procedure to avoid penalty. Contact Julie Gibes (julie.gibes@wisc.edu) with any questions.