Purchasing Procedures for Engineering Design Students

Yvonne Petitt, the Assistant to the Chair of the MME Department in CMK 200 (yvonne.petitt@du.edu or x12107) will process ALL Engineering Design purchases unless instructed otherwise. She will keep an overall budget tracking sheet, however, it is up to each group to track their expenditures as well. All budgets must be approved before purchasing may begin.

The Tax Exempt Certificate, Spending Request Form, and Reimbursement Form are posted on Canvas for this class.

TAX EXEMPT CERTIFICATE: No Sales Tax should be paid, it will not be reimbursed. A copy of the tax exempt certificate is posted on Blackboard or you may obtain a copy from either Department Assistant.

SPENDING REQUEST FORM: You MUST have a Spending Request Form completely filled out and signed by your project advisor and instructor BEFORE making purchases. If you do not have a Spending Request signed by your project advisor and instructor prior to making purchases, you may end up paying for the item with your own financial resources. You are not an authorized purchasing representative of the University of Denver. It is a serious offense to mislead a supplier into thinking that you are.

Ordering Process
Students must fill out a Spending Request Form, and obtain a signature from the project advisor and instructor. Students must have a complete list of parts, costs (including shipping) and the vendor's address, phone and fax numbers before purchases can be made. Your purchase must not exceed the approved amount.

Once you have met your budget limit, no more purchases will be authorized until a revised budget has been submitted and approved by both the project advisor and instructor.

1) Department Credit Card: You may use the Dept. Credit Card for purchases (except software)
   a) Bring the signed Spending Request to Yvonne in CMK-200.
   b) Department Assistant will give you the Department Credit Card to purchase your items.
   c) You must clarify with the Department Assistant what the correct credit card billing address is. If the address is entered incorrectly, the credit card payment will not go through and your order will be cancelled by the supplier.
   d) CONFIRM WITH THE SUPPLIER that this is a TAX-EXEMPT purchase. No tax may be charged to the credit card, which may require calling the supplier instead of just placing the order online. Save yourself the headache: YOU will be responsible for dealing with the vendor and having any tax reimbursed if tax is charged.
   e) BE SURE THAT THE EMAIL ADDRESS OF THE DEPARTMENT ASSISTANT is the one provided to the vendor. That way the receipt will go to the Department Assistant. This is very important so that we do not have to try and determine where a charge on the department credit card came from and who was responsible for making the purchase. You must supply the Department Assistant, with a soft copy of the receipt as well.
   f) You MUST place the order while in the department; you will not be allowed to take the credit card out of the office.

2) FIELD ORDER: You may use a Field order for purchases under $900
   a) Bring the signed Spending Request Form to Yvonne in CMK-200.
   b) She will provide you with the Field Order Form
      i) The Field Order must be filled out completely, including the Project Name, Name of person placing the order and Vendor's name, address, phone and fax number, all items to be purchased with price.
      ii) Provide a copy of the completed Field Order to Department Assistant.
      iii) For Field Orders, YOU will either fax it to the supplier and they will ship it or you can carry it to the supplier and pick up the item(s).

3) Reimbursements for purchases paid with the Student’s funds
   a) Purchase the item and pay with your own funds.
   b) Request a reimbursement from Yvonne in CMK-200, providing her with the signed Spending Request Form, Reimbursement Request form and ORIGINAL ITEMIZED RECEIPTS (not just a Credit Card Receipt).
   c) Tax will NOT be reimbursed so be sure to take the tax exempt certificate with you when you make your purchases.
   d) All reimbursement requests must be submitted with original receipts before May 27th. NO EXCEPTIONS!
   e) If these purchasing procedures are not followed, you will not be reimbursed.

Name of Student __________________________ Signature of Student __________________________ Date __________