**Tips from the Finance Office—February 2020**

**Purchase Orders/Requisitions**

When making purchasing requests, be aware that a PO is required for all purchases greater than $5,000.00.

To prevent delays in processing a requisition, please include the below information with your request:

- **Vendor Information**
  - When purchasing from a new supplier, check with the MSE Finance Office, located at 106 Rhines Hall, to determine if they are a current vendor in the UF system. If the vendor is not in the UF system, please allow an additional 5-10 working days for processing due to vendor setup.

- **Written quote, website link or item description and quantity of items to be purchased.**
  - Purchases $10,000-$74,999—written quotes from 3 or more vendors or written justification why additional quotations were not obtained.
  - Purchases of $75,000 and above - Formal competitive bids are required.

- **Brief description/UF business purpose**

- **Funding source with PI Approval**

- **Special instructions— i.e. alternate shipping address, specific delivery date**

See complete directive for additional information: [https://procurement.ufl.edu/uf-departments/directives-procedures/](https://procurement.ufl.edu/uf-departments/directives-procedures/)

This document may also be accessed online at [https://mse.ufl.edu/msene-procurement-tipsheets/](https://mse.ufl.edu/msene-procurement-tipsheets/).