

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/>

This document may also be accessed online at <https://mse.ufl.edu/msene-procurement-tipsheets/>.