

Procurement Tipsheet

Info from the MSE|NE Finance Office

May/June 2021—Pre Approval Requirements

As we return to normal operations, a few reminders associated with pre-approvals and processing request.

Travel: An approved Travel Authorization (TA) is required before making any purchases associated with an upcoming travel. These purchases include conference registration, lodging, airfare, etc. (Note the Essential Travel Form, that required the Dean's approval, is no longer needed.) Please do not make any travel purchases utilizing personal funds or PCard until the [MSE Travel Form](#) has been submitted, processed and approved by the Finance Office

UF Marketplace/PCard: Purchasing requests made via the UF Marketplace or email require a business purpose, funding source and PI approval before the cart can be finalized.

Material and Supply Orders associated with Courses: M&S funds may used to purchase only items on the "approved" list associated with each course. In the event that a required item is not on the "approved" list, reach out to the Finance Office for assistance prior to purchasing. If you are unsure of the allowable items associated with a specific course, please contact the Finance Office for a copy of the current M&S list.

For additional assistance, please check with the MSE-NE Finance Office or refer to the provided links below.

Additional information: [Helpful Handouts](#), [UF Traveler's Guide](#), [Materials and Supply Fee Policy](#) or [UF Purchasing Directives](#)

MSE/NE Finance Office • email: finance@mse.ufl.edu

Virtual Drop-In Hours, Monday and Thursday, 9 am—11 am

Alisa Mountain: <https://ufl.zoom.us/my/amountain>

Ana Garcia: <https://ufl.zoom.us/j/6582615414>

or reach out to us schedule a Zoom meeting