

# ME Purchasing Procedures

## Policy:

Please follow the University purchasing policy: <https://businessservices.wisc.edu/purchasing/how-to-make-a-purchase/>, as well as the Mechanical Engineering policies stated below:

When purchasing under \$5,000 the requestor should check the UW System [ShopUW+ website](#) first before going through any external vendors. If you can not find what you need through ShopUW+, you can then use an external vendor or the Department PCard:

## External vendor purchasing Procedure:

- A. Talk with your Instructor/PI for approval of the purchase and to determine what funding should be used.
- B. Check the UW System [ShopUW+ website](#) first, If you can not find what you need ...
- C. Make sure the external vendor is NOT in this [identified ineligible vendors](#) list.
- D. Create a shopping cart on the vendor's site, or depending on the type of purchase you wish to make, please provide the appropriate information.
- E. Make a pdf of your shopping cart with the item(s) you want to purchase.
- F. Fill out the ME online purchase request form  
[https://docs.google.com/forms/d/e/1FAIpQLSd1KTsDa9Xm9gqa-f\\_gBULbMZt9i9BQmoKHvFMBSJKrbDfEng/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd1KTsDa9Xm9gqa-f_gBULbMZt9i9BQmoKHvFMBSJKrbDfEng/viewform)
- G. You will receive a confirmation email when your order has been placed. If we have any questions about your order we will reach out to the requestor.
- H. For questions about your order, contact the vendor and reference your confirmation or order number that has been mailed to you.

### Additional Notes:

- All orders submitted before 2pm will be done the same day.
- All order must be shipped to an UW address unless requestor has prior approval.

## The Department PCard Procedure

The ME Department PCard is for physically checking out our department credit card. This Pcard is for purchasing items/services that are not available through UW online purchasing systems, payments that cannot be made online, or cannot be made over the phone. If your purchase can be made online or over the phone please use our ME Purchase Request Form for Services, Supplies, and Equipment.

- A. Talk with your Instructor/PI for approval of the purchase and to determine what funding should be used.
- B. Make sure the external vendor is NOT in this [identified ineligible vendors](#) list.
- C. Depending on the type of purchase you wish to make, please provide the appropriate information required (agenda, host meal event form, participant list, etc.)
- D. Fill out the ME online department card request form:  
[https://docs.google.com/forms/d/e/1FAIpQLSda7UaUh3hxlzw7exgOCgf5sSKgkhAJN\\_2juwTU37o-wzMPQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSda7UaUh3hxlzw7exgOCgf5sSKgkhAJN_2juwTU37o-wzMPQ/viewform)

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- E. You will receive a confirmation email about an appropriate time to pick up the department card from ME 2107. If we have any questions about your order we will reach out to the requestor.
- F. Return the department card promptly to ME 2107. When returning the card, you should provide an itemized receipt from the purchase, in person or email it to [purchasing@me.engr.wisc.edu](mailto:purchasing@me.engr.wisc.edu).

### Additional Notes:

The Department Pcard **CAN** be used for purchases:

- Under \$5,000
- Requested through the website request form [ME Department Card Request Form - Google Forms](#)
- Approved by the PI for the funding
- The items to be purchased are not available through the UW online purchasing system; [ShopUW+.](#)

The Department Pcard **CANNOT** be used for:

- Any purchase of alcohol – ever.
- Purchases from UW [identified ineligible vendors](#)
- Purchases for travel or food **UNLESS prior approval is granted by ME office staff** (Dept. Financial Specialist, Accountant or Department Administrator).