MCC Purchasing/Purchase Order Policy

**Policy Type:** Finance  
**Policy Owner(s):** Finance Manager  
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**Reviewed:** 4/10/18  
**Effective Date:** 9/14/15

**POLICY STATEMENT**

Multiple methods are available at the University of Minnesota for purchasing:

- Lab/Medical Supplies
- U Market
- Office Supplies
- Registration or Conference fees
- Airfare
- Local meals (no alcohol)
- Online orders that do not accept POs
- Fees associated with travel: hotel, taxi, food
- Mileage reimbursements
- Purchases for employees that do not have access to POs or a P-card
- Contractual relationships with an individual, partnership, or corporation to provide professional services

**Additional Purchasing Information**

Purchasing information, links and job aids are available from the Purchasing website. [http://purchasing.umn.edu/](http://purchasing.umn.edu/)

Information regarding application for a P-card and usage can be located at the [Procurement Card Policy](#) page.

The University has established the UMarket which can be used for many common lab, medical, and office supplies. [http://www.umarketservices.umn.edu/](http://www.umarketservices.umn.edu/)
Justification Standards for purchases
If costs need to be split between multiple chart strings, be sure to include the reason for the split and how the % ascribed to each was determined.

Travel
https://travel.umn.edu/travel101.html

Subject Payments for research
http://policy.umn.edu/finance/accountspayable-proc03
http://policy.umn.edu/finance/humansubjects

Note: If in doubt, check with the MCC Finance Office or contact the Financial Helpline, (612) 624-1617.