



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

MCC Purchasing/Purchase Order Policy

Policy Type:
Finance

Policy Owner(s):
Finance Manager

Policy contacts:
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Revised: 9/14/15
Reviewed: 4/10/18
Effective Date: 9/14/15

POLICY STATEMENT

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

Purchase
Order (PO)

- 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/>

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/>

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.