MCC Purchasing/Purchase Order Policy
Updated 9.14.15 by Kelsey Jamieson

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

- **Purchase Order (PO)**
  - Lab/Medical Supplies
  - U Market
  - Office Supplies

- **Procurement Card (P-Card)**
  - Registration or Conference fees
  - Airfare
  - Local meals (no alcohol)
  - Online orders that do not accept POs

- **Expense Reimbursement (ER)**
  - Fees associated with travel: hotel, taxi, food
  - Mileage reimbursements
  - Purchases for employees that do not have access to POs or a P-card

- **Contract for Professional Services (CPS)**
  - 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](http://purchasing.umn.edu/procurementcardpolicy) 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
[http://policy.umn.edu/finance/transaction-appb](http://policy.umn.edu/finance/transaction-appb)
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](https://travel.umn.edu/travel101.html)

### Subject Payments for research
[http://policy.umn.edu/finance/accountspayable-proc03](http://policy.umn.edu/finance/accountspayable-proc03)
[http://policy.umn.edu/finance/humansubjects](http://policy.umn.edu/finance/humansubjects)

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