

---

## PURCHASING POLICY

---

In addition to department policies, it is your responsibility to review and understand the following:

- University Policy 3-100: Procurement (<https://regulations.utah.edu/administration/3-100.php>)
- University Policy 3-003: Authorizations and Approvals Required for Financial Transactions (<https://regulations.utah.edu/administration/3-003.php>)
- University Policy 3-010: Expenditure of University Funds & Personal Reimbursements (esp. Rule 3-010A) (<https://regulations.utah.edu/administration/3-010.php>)

If you have any questions, please send an e-mail to [bmepurchasing@utah.edu](mailto:bmepurchasing@utah.edu), call 801-581-8528, or stop by the BME department office in SMBB 3100 during business hours.

**The Biomedical Engineering Department has the right to deny or revoke any purchase order or reimbursement request that is not in compliance with Department or University policies and procedures.**

### Processing Times

- All purchase orders typically require one business day to process.
  - During the first three weeks of the semester, it may require two or more business days.
- **Purchase orders will not be processed after 3 pm.** Any order received after that time will be processed the next business day.
  - Any same-day or overnight air transactions **must be submitted before 12 pm (noon).**
- The deadline for animal orders is **before 12 pm (noon) on Wednesdays.**
  - If there is an upcoming holiday or event that may impact your order, please check with the Department Purchaser to confirm your deadline.
  - Please deliver the Animal Request form to the Department Purchaser in SMBB 3100 or e-mail an electronic copy. Your order will not be processed until we have a completed form.
- The department must be notified of any purchases related to an event **at least 5 business days prior to the event.**

### Purchase Order Requirements

- All new Purchase orders must be completed online using the department purchasing system (<https://admin.coe.utah.edu/purchasing>) or by creating a cart in the Ushop system (<http://ushop.utah.edu>).
  - **Verbal and/or written requests of any kind are no longer accepted.**
  - If you or your lab have an existing contract for services or goods with a university entity (e.g. CORES, etc), please contact the Department Purchaser directly to review details and submit documentation.
- You are responsible for ensuring your purchase order contains all required information. This includes accurate vendor information, product details, desired shipping address, pricing, and so on.
  - Any missing or incorrect information will delay your purchase order until it is resolved. You are responsible for providing necessary corrections in a timely manner.
  - The department is not liable for any order issues caused by inaccurate information provided by the purchaser.
- All Purchases require approval by Faculty/Department Account Executive.

- Purchase orders will not be processed until all required approvals have been given.
  - If your order has not been approved, you are responsible for contacting the approver. **Department staff will not facilitate approval on your behalf.**
  - If you are not sure who needs to approve a purchase order you've placed, please contact the Department Purchaser.
- You cannot place any purchase orders for the following vendors: Sears, Lowes, Target, AutoZone, and Radio Shack.

### Purchase Limits

- No commitments exceeding \$5,000 should be made prior to the University Purchasing Department's review and approval.
- University Policy R3-100B: <https://regulations.utah.edu/administration/rules/R3-100B.php> requires that any order estimated to exceed \$5,000 to be sent out for bid to three or more service providers.
  - Exceptions to the \$5,000 bidding process are vendors in the UShop with Punch-Out Catalog tiles.
- University Policy R3-100B also requires any purchase over \$5,000 and is found with only one vendor, awarded to a specific supplier, service provider or contractor to have a Sole Source Procurement Process Request Form to be completed and submitted to the Purchasing Department.
- Utah State Procurement code prohibits order-splitting to avoid the single procurement threshold (the PCard single transaction limit/small dollar threshold).
- University Policy 1-006: <https://regulations.utah.edu/general/1-006.php> requires that all employees involved in the procurement process disclose Conflict of Interest within 30 days if you acquire or discover new significant financial interest (e.g., through purchase, marriage, or inheritance) that are relevant to your professional responsibilities to the University.
- Conflict of Interest Reporting must be renewed at least once a year, even if no new disclosures are needed. Visit <https://coi.utah.edu/> for more information.
  - If you are not sure what a Conflict of Interest is or if you may have one, contact the Department Purchaser before making the purchase request.

### Purchase Reimbursements

- **The University strongly discourages the use of an individuals' personal funds for any purchasing.**
  - Even though the use of personal funds is NOT the preferred method of procurement, it may be necessary in certain emergencies/circumstances. Employee reimbursement is for expenses incurred on behalf of the University. **Students should not be purchasing on behalf of the University.**
- Requests for reimbursement should be made within **60 calendar days of purchase** and will not be processed until all required documentation is received.
  - All reimbursements must be submitted **30 calendar days prior to end of fiscal year.**
  - All reimbursements for grants must be submitted **90/60 calendar days prior to the closing of the grant.**
- Reimbursement requests can be made in person, via e-mail to [bmepurchasing@utah.edu](mailto:bmepurchasing@utah.edu), or through the department purchasing system.

- You must provide the original receipt, the project/activity number being charged, and the business purpose of the purchase.
  - If the purchase was a business meal, you must provide a list of all of the attendees.
- **Individuals purchasing on behalf of the University are prohibited by Utah State law from using the University's Sales Tax Exemption certificate when using their own personal funds.**
  - The University does not reimburse sales tax.