

PHYSICS AND ASTROMONY PURCHASING TIPS

Purchase Orders:

- Complete a **Form 12** with the Account Number and Benefit to the Project listed. The **Form 12** is located on the Physics website under forms.

Obtain PI signature of approval to charge to the account listed on the **Form 12**

OR

Obtain PI authorization to purchase items needed to complete the project(s) on an Account Authorization Form (Approval only needed once)

- Refer to Purdue's preferred Vendors List often for savings, fast, and often times free delivery by clicking on the Ariba Vendor List link at:
<http://www.purdue.edu/business/procurement/howtobuy/goodsandservices/suppliers.html>
- Consider contacting the Vendor to check availability and pricing before submitting a **Form 12** to avoid delays. Most websites are not updated on a regular basis and information may be incorrect.
- For orders under \$1,000 please see your departmental secretary to assist you.
- For orders \$1,000 or greater please see Hattie Sturgill in PHYS 217 (**physbo@purdue.edu; 765-494-5378; Mon – Fri from 8-12 and 1-5**)
 - Please obtain a quote from the vendor for purchase all orders \$1,000 or above.
- Once the order has been placed and approved, a Purchase Order (PO) Number will be assigned. The PO will be shared with you and can be used to check the status of the order.

Credit Card Checkout:

- Check out cards are intended to provide efficient, cost-effective purchasing for small dollar amount transactions (less than \$500) for vendors that are not in Purdue's purchasing system.
 - Unfortunately, Purdue's policies do not allow for the purchase of computers or related items on credit cards. Computer purchases should be handled through Purdue's purchasing system by working with Physics Computer Network (PCN) in PHYS 394.
- Complete a **Form 12** with the Account Number and Benefit to the Project listed.
- Obtain PI signature of approval to charge to the account listed on the **Form 12**

OR

Obtain PI authorization to purchase items needed to complete the project(s) on an Account Authorization Form (Approval only needed once)
- Purdue is a Tax Exempt University and a Tax Exemption Form will be made available to you with the checkout card. It is your responsibility to ensure taxes are not charged on a checkout card.
- When returning the credit card (within 24 hours), you will need to provide itemized receipts and/or packing slips to go with the Form 12 you completed.