



PURCHASING **REFERENCE GUIDE**

Before making any purchase commitments, inform the Faculty Assistant (FA) for your Professor (PI) that you are going to make a purchase.

- 💰 **Do not** use a personal credit card, cash or check to make purchases, as you may not be reimbursed.
- 💰 With written PI approval, you may be allowed to make a purchase for work-related supplies at the Campus Bookstore or through Marketplace. When using Marketplace, create your shopping cart and forward to your FA for approval. When order has been completed, turn in your receipts and your PI's approval to your FA.
- 💰 Faculty Assistants have access to a UCSD Express Card, for immediate purchases of less than \$5,000. However, there are restrictions on the use of this card. Please see your FA for restriction information.
- 💰 Purchases of equipment and restricted items can be purchased on Marketplace. The Faculty Assistant will place an order with PI approval.
- 💰 In unusual cases where a purchase must be made and cannot be completed using one of the above processes, a Pay Authorization can be completed to reimburse you for out-of-pocket expenses. Prior approval, however, must first be obtained from your PI. The approval request must be signed by your PI and all original receipts must be provided to your FA for processing, who will forward to the Fiscal Office for approval.

All packing slips, invoices and receipts must be turned into the ECE Fiscal Office (signed by recipient and dated)

