Purchasing Guidelines

Step 1. Submit completed team inventory and approved budget form

Step 2. Teams must check items to be purchased against Global TIES Equipment Sheet and Inventory, available at http://globalties.ucsd.edu/currentstudents.html

Step 3. Go to the form at: https://spreadsheets.google.com/viewform?formkey=dHBsTDc2TEpCbzNoZDllyREVJSFp2Wnc6MQ (copy and paste)

Step 4. List the items/materials/supplies to be ordered in the “Description of Purchase” field. Be sure to include a detailed explanation of the need for the purchase in the “Item Rationale” field.

Step 5. Please also enter the total cost for the item including all relevant taxes and shipping fees.

Step 6. Include either the vendor information OR the URL for the website immediately before checkout.

Step 7. Referencing the up-to-date budget you have kept for the school year-to-date, subtract the total cost of the item to obtain a current budget balance, and enter it in the appropriate field.

Step 8. Enter the name of your faculty advisor and select your team from the drop-down menu.

Step 9. Submit the form. Either Zach Salin or Barb Donovan will review your purchase request and notify you via email whether it has been approved or denied.

IMPORTANT:
• If the purchase is online, following approval Barb Donovan will make the purchase and have it shipped to ESS. You will receive a notification when your purchase arrives.

• If the purchase is from an offline vendor, following approval YOU will be responsible for making the purchase. You MUST save your receipts and turn in a filled out reimbursement form within 2 weeks. Reimbursement forms are located here: [http://globalties.ucsd.edu/currentstudents.html](http://globalties.ucsd.edu/currentstudents.html)

**Step 10.** Once your request is approved, be sure to enter the item into the appropriate category of the team quarterly budget and update all totals.