

Purchasing Policies & Procedures

There are two methods of purchasing supplies at the Integrated Innovation Institute:

- CMU Orders Supplies: **Email Requests to finance-iii@andrew.cmu.edu**
- Individual/Team Orders & Pays for Supplies: **Reimbursement Request Form**

Please allow 2 business days for processing when requesting the purchase of an item.

For travel purchases, please see the **Travel Request Form**.

When emailing a **Purchasing Request**, please include the following details in the email, as fully and completely as possible – it is easier and faster to process a request that includes all relevant and required information.

Purchase Items

- Please include direct links to individual items for purchase, along with specific quantities per link.

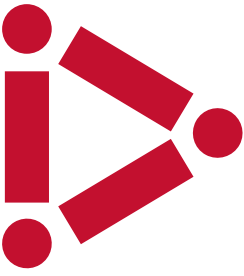
Justifications

All purchases must be justifiable. The justification should provide details for each expense:

- Who will be involved in the expense? *Who will use/benefited from it*
- Why or How does the expense relate to university business? *Why is this purchase necessary for you/your project?*

Shipping

Please include desired shipping method, date of arrival and preferred address for shipping. This may effect the final cost.



Gifts/Thank You

Any gift purchases for user research subjects or others cannot exceed \$75 per IRS regulations. Please note that we are unable to purchase gift cards for anyone for any reason.

Purchasing requests for gifts or thank yous for user research subjects or prototype testers must include the following information:

- Number of people interviewed
- Length and type of interview (in person, questionnaire, etc.)
- What the item/gift is and why it was chosen

Account Information (Staff & Faculty)

If you know the account number for the purchase, please include it in the "Oracle String" in the email request.

Services: Working with External Vendors or Independent Contractors

All requests to work with an external vendor or independent contractor for services must be submitted for approval, before any payment or transactions are guaranteed. University Contracts must review all contracts between Carnegie Mellon students, staff and faculty. Without prior approval from University Contracts, the Integrated Innovation Institute can withhold payment or reimbursement for services. If you are requesting a service, email finance-iii@andrew.cmu.edu to set up a meeting to discuss further.

Last updated: 8/22/2021