

## **Purchase process for Affinity Groups**

### **Contacts:**

John Michael Bradshaw – brads161@umn.edu

A Purchase Form ([z.umn.edu/affinitygrouppurchasingform](http://z.umn.edu/affinitygrouppurchasingform)) has been prepared for you to send us preliminary information on any purchase you will make for your Affinity Group using the \$1,500 sent aside for your use. Access to the form will be given to each of the leads/officers of each group and we ask that the leads/officers be the members of the group to request payment.

There are three options for payment:

### **Use of personal funds**

Submit Purchase Form

Lead/Officer pays for the purchase with their personal funds

Reimbursement made through Chrome River

- Use OED EFS account string noted on Purchase Form
- Clearly note this is a reimbursement for your Affinity Group
- List attendees or attach sign-in sheet (if applicable) along with complete information of the event/purchase

### **Use of U of M Purchasing Card**

Submit Purchase Form

Lead/Officer uses their P-Card

Reconcile through the P-Card justification process

- Use OED EFS account string noted on Purchase Form
- Clearly note this is a purchase for your Affinity Group
- Attach sign-in sheet or list attendees (if applicable) along with complete information of the event/purchase

### **OED Purchased - If the above options do not work for your purchase**

Submit Purchase Form

Contact John Michael, who can call the vendor with his P-Card, OR have the vendor call John Michael. In addition to submitting the Purchase Form, please email or call John before you use this option so he can be prepared for the vendor call.

On all of your documents, please list WHAT was purchased, WHY it was purchased, WHEN and WHERE events are held, and WHO the purchase was for or attended the event.