Supply Order Requests

To order items, submit your request through a Marketplace (accessed through single sign on) cart or an email listing the items you want that includes links to them. Note pricing and quantities. The order must include an index to be charged, the PI's approval, indicate shipping speed, and total cost of the order noted.

Note if the item(s) total $1000 or more the item will be purchased through Marketplace using a PO and if the vendor selected is not in the system, the department will request them to become a supplier though Payment Compass. This process may take days to complete.

Note if the vendor is foreign, there are additional steps that must happen before an order will be placed. Please see restricted party screening info: https://blink.ucsd.edu/sponsor/exportcontrol/rps.html

 After order is received, an order received confirmation is needed; either by email or signed packing slip.

See order example:

Index Number: NRGCTSY, FAB# 2770
Project Name: CSDX - Control System
Shipping: Ground
Total Cost: $98.77

Item 1
Qty 1 at $28.83   Extended: $28.83
Distributor: Monoprice,   Part #: 0,   Description: Premium High Speed HDMI Cable, Black, 30 feet
Web Link: https://www.monoprice.com/product?p_id=15427

Item 2
Qty 2 at $5.14   Extended: $10.28
Distributor: Monoprice,   Part #: 0,   Description: Premium High Speed HDMI Cable, Black, 6 feet
Web Link: https://www.monoprice.com/product?p_id=15427

Supply Reimbursements

To be reimbursed for supplies or membership fees, submit your receipt, note the index to be charged, and the PI's approval. Supplies should never be shipped to your home. Doing so may make your reimbursement unallowable.

Events

To be reimbursed for events in MyEvents, you will need your receipt, list of attendees (names, titles, affiliations for each), and business purpose. If you are on business travel, the travel event numbers must be referenced.

https://blink.ucsd.edu/travel/entertainment/overview/index.html

https://blink.ucsd.edu/travel/expenses-reimbursements/reporting/myevents/examples.html