Options for purchases less than $5,000

**Options**
- Shop@UW
- UW purchasing card
- Request invoice from vendor
- Existing blanket order
- Generate specific external requisition

**Process**
- Go to Shop@UW and log in with MD# to place an order.
- Provide purchasing card information to vendor (phone, in person, fax, online) at time of transaction.
- Pay invoice with a purchasing card if possible, otherwise submit a Direct Payment or a Payment to Individual form, as appropriate.
- Notify vendor of existing Blanket PO number while placing order.
- Use external requisition generator to create specific requisition.

**Funding Mgmt.**
- Shop@UW purchases can be allocated to other funding through PAT (Pre-Posting Allocation Tool).
- Provide funding and receipts for each purchase to your site manager every two weeks.
- Provide correct funding on Direct Payment or Payment to Individual forms.
- Ensure that you use the correct Blanket PO to match the desired funding.
- Specify the funding at time of requisition generation.

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