Guidelines for Ordering Supplies for Your Senior Project

**To use a Pcard:**

* **Know what you need to buy, and from what vendor.**
* **Go to ME Office (Kingsbury Hall, W101)**
* **Request PCARD**
  + You will need to know vendor and estimated price due to PCard limits
* **Take PCard. If applicable, take Amazon sheet**
  + If you use Amazon you can ONLY use the ME Amazon account!
  + You are required to sign out the Pcard when you make the Amazon purchase. Please make sure you use the correct Pcard when making a purchase (e.g. don't automatically assume the default is the correct card).
* **Pick up PCard Form (Located outside office on the left side of HW turn in)**
* **Buy item(s)**
* **Print out invoice/receipt**
  + Must show shipping and total amounts!
* **Fill out PCard form**
  + If you are unsure of the fund or organization to be charged to, ask your advisor.
* **Staple invoice to back of PCard form**
  + \*If shipping will be added later, still turn in current invoice and PCard. Send an email (Kelly.danforth@unh.edu) or bring the final receipt in person with shipping included ASAP. You will **not** be able to pick up your item until this is done.
* **Return to ME office**
  + With All documents, invoices and card.
* **Sign back in PCard and turn in paper work**
  + Return within 24 hours of signing out the PCard. PCards are limited, so be considerate of your peers.
  + With the exception if Fridays, unless you are given permission you cannot have the pcard over the weekend.
* **When your item arrives in the office, we will email you**
  + You will not be able to get packages if required documentation was not completed

**This fall a new three strike rule will be implemented, and hopefully it will not need to be used.**

* + - First violation: the student is emailed and told they are not allowed to use the pcard for 24 hours.
    - Second violation: the student is emailed and told that they are not allowed to use the pcard for a week. They and their team leader will be emailed with this notification. This email will also include the next consequence
    - Third violation: the whole team and adviser will be emailed. Though not saying names, this will alert them that the whole team is prohibited from using the pcard for a week. The student in violation will be "banned" from using the pcard for the rest of the academic year.
  + **Also, the time period where they can't use the card is in effect when I've clicked send on the email, not when they turned the card in**

**Reimbursement Procedures:**

* Reimbursements could take up to two weeks to process.
* Please complete the Reimbursement form (located outside of the ME office) with the original receipt to the ME office for approval
* Note: All Reimbursements need to be given to the office within one week of your purchase so that an up-to-date balance is known. This is especially important towards the end of the semester when trips are being planned.

**T-Shirt orders:**

All T-shirts ordered by teams must be accounted for, e.g.'if you order 50 T-shirts, you need to keep a

spreadsheet detailing how they were used.

All logos have to be approved by: Annie Schwarts. Please go to this website to see list of approved vendors: <http://innovation.unh.edu/internal-approvals>.

**Keep Track of your Expenses:**

Please keep track of all of your expenditures/deposits for your Senior Projects. Deposits should be given directly to Sheri Millette in the CEPS BSC. Please keep your own spreadsheet so that you can have an up-to-date balance when you need it.

**Car Rentals:**

See Kelly Danforth to reserve your vehicles two weeks or more before your departure.

Receipts must be provided to the ME office after your trip.

Please refer to BB ME Organization under Travel Guidelines for more important travel guidelines and information.

IMPORTANT: When you travel you MUST pay the tolls and get receipts, you are not allowed to use the “Easy-pass” sensors in the rental cars.

**Hotel Reservations:**

Please see Pam Lovejoy so that she can reserve them on a Pcard for you and also arrange for prior approval so that a Peard is not needed when you arrive.

Receipts must be provided to the ME office after your trip.

**Travel Advances:**

Plan ahead and make sure you request your travel advance well in advance of your trip as the advance has to be deposited into an account for use. All money spent has to be accounted for so all receipts must be carefully kept. Any money not used, must be returned to the BSC. A travel reimbursement form has to be completed upon return and all the money accounted for accordingly.

**Flights:**

All air travel is paid for on Sheri Millette's (BSC) Pcard.

**Failure to comply with the above procedures will result in the Pcard privileges being removed.**