



THAYER SCHOOL OF ENGINEERING AT DARTMOUTH

ENGS 21: Instructions for Purchasing Project Supplies

Each team has a budget of **\$600** to spend on purchases of supplies and any travel that is essential for the success of the project.

DO submit the eForm immediately after you place your order

DON'T use for meals or personal expenses.

1. How do I use the VISA card to purchase supplies?

You use this credit card the same way you would use your own personal credit card. Once you have placed your order you need to complete an [eForm](#), this should be submitted as soon as you place your order. If you need assistance with the eForm please come to the Finance Center in Cummings 111 for assistance. Follow the instructions below to submit your order:

- a. Got to: <http://www.dartmouth.edu/~fincenter/forms.html>
- b. Click on P-Card
- c. Search for Cardholder Name "by last name first" and click on it
- d. Enter Business Purpose – should describe why the item was purchased not what was purchased.
Example: (supplies required for project)
- e. Enter your name as Purchaser
- f. Next input Vendor Name, Receipt Date and Receipt total.
- g. Select Chart Type – GL, then enter the GL string 32.853.368002.392604.21xx (Replace the xx with your group number, ie. 01).
- h. Enter Amount to be charged by Vendor.
- i. Upload scanned receipt/s – Purchases that are under \$75 do not require receipts.
- j. Submit.

2. Can I get reimbursed for travel mileage?

Yes. The current mileage reimbursement rate is .545 cents per mile. Any request for travel reimbursement must be approved by your Instructor. Any meal costs are not reimbursable. Follow the "Process for Student Reimbursement for Travel" located at (need link to eform instructions)

3. What if the vendor does not take a VISA card?

If the vendor does not accept a credit card, you may be able to use a Purchase Requisition. Most companies accept purchase orders as standard purchasing procedure. To use this method you must:

Complete the Purchase Request eForm located <http://www.dartmouth.edu/~fincenter/forms.html>
Your order will then be placed by Dartmouth College Purchasing

Links:

Pcard policy:

<http://www.dartmouth.edu/~control/policies/procurement-card-policy.html>

eForm link:

<http://www.dartmouth.edu/~fincenter/forms.html>

