

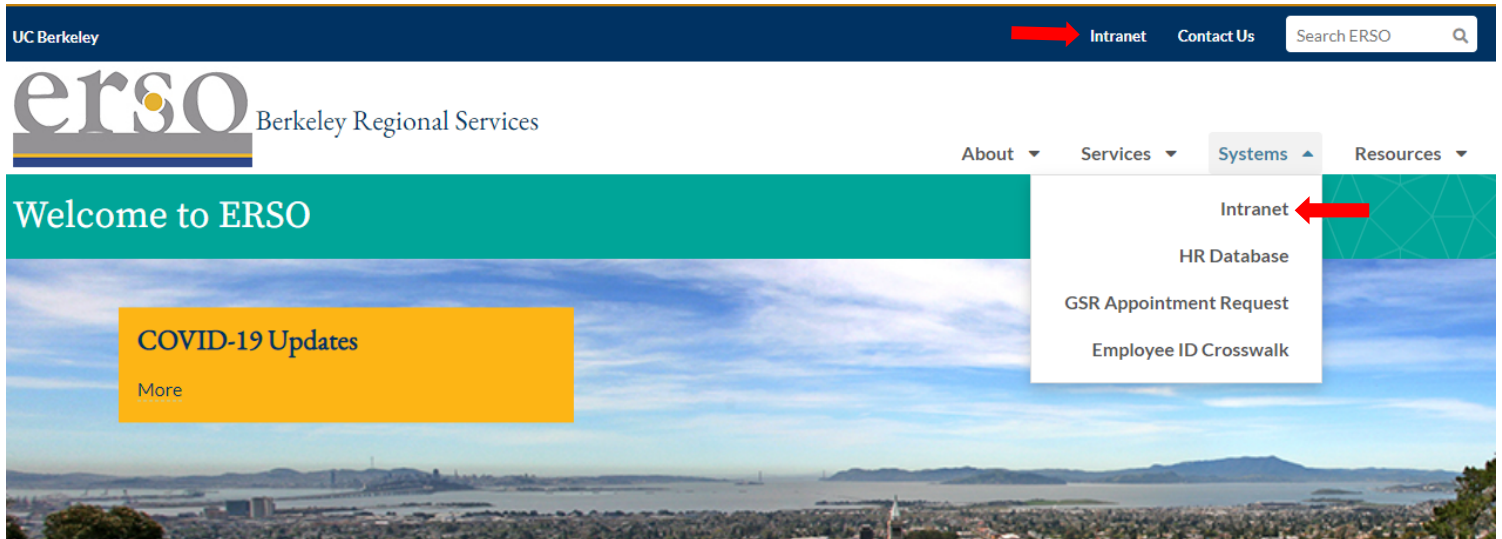
## Purchase Request less than \$10K

1. Find and identify the item(s) for purchase.
2. Complete the PO Request Form. Find all of the financial forms at <https://me.berkeley.edu/resources/financial-services/>
3. Submit your request on the ERSO Intranet or BearBuy.
  - a. Enter detailed information or item URLs in the Special Instructions field.
  - b. Upload any additional supporting documents (i.e. PO Request Form, quotes, etc.).
4. Follow instructions on following page.

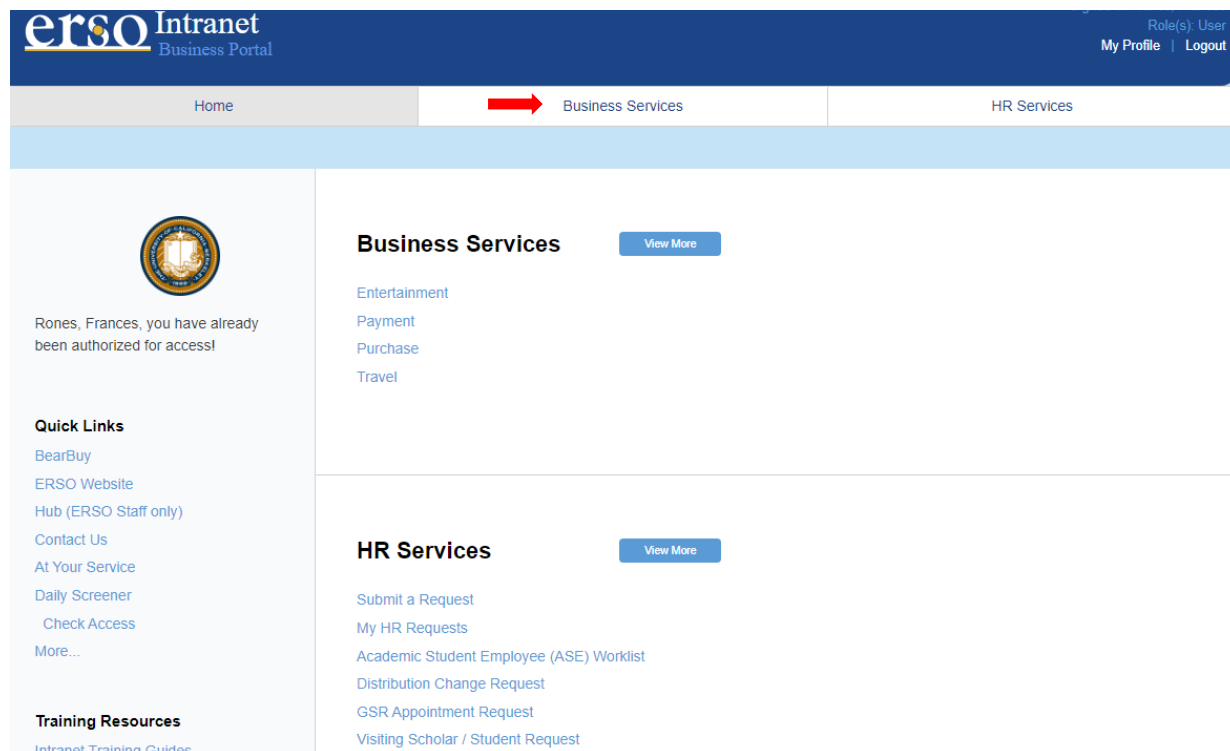
### Notes:

- **BearBuy** is the campus enterprise procurement system. Shopping directly in BearBuy provides direct access to catalog pricing and products. Login to BearBuy.

1. Go to [erso.berkeley.edu](http://erso.berkeley.edu). Click on the Intranet link on the top right side of the homepage. Or click on Systems and choose Intranet.



2. Once you are logged in, click on the Business Services tab. You may need to request access to the Intranet the first time you use it.



### 3. Submit a Purchase Request by clicking on Submit Purchase.

#### Travel

Submit Travel

Submit for:

- Travel Reimbursement
- Conference registration
- Payment to hotel or third party
- Travel Advance

#### Entertainment

Submit Entertainment

Submit for:

- Entertainment reimbursements / Payments
- Catering Services / Conferences
- Business meetings
- Contract review

#### Purchase

Submit Purchase

Submit for:

- Goods and services
- After the fact vendor payments
- Independent Contractors
- Memberships

#### Payment

Submit Payment

Submit for:

- Non-T&E Reimbursement (supply)
- Honoraria (non-employee)
- Participant Support
- Deliveries / Utilities
- Petty Cash / Refunds

4. Fill out the form. Under PI/Center/Department choose **Mechanical Engineering** if you want to use departmental funds. Choose your name if you want to use research funds. Attach quotes or provide links before you submit your request. Contact [financialcluster@me.berkeley.edu](mailto:financialcluster@me.berkeley.edu) if you have any questions.

**PI/Center/Department \***

**Vendor \***  **Vendor ID (optional)**

**Business Purpose & Special Instructions \***

**Deliver to \*** Override text below. To update address for future orders update your profile

Item description *	Catalog	Quantity *	Unit price *	Tax	Amount
<input type="text"/>	<input type="text"/>	1	<input type="text"/>	<input type="checkbox"/> Add Tax	0.0

0.0

**Attach files** [File types & size limits](#)

[Add more files](#)

Personally identified information (PII) may not be uploaded to ERSO Intranet, unless the notice triggering data is redacted and completely unreadable. Please remove this data from documents before uploading it. [Learn more here.](#)

By submitting this request, I certify that there is no existing Employee-Supplier Relationship per the UC Conflict of Interest Policy. If there is an existing, Employee-Supplier Relationship, I have completed and uploaded the [Conflict of Interest Disclosure Form](#) to this request or have noted any potential conflict with this vendor.