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. 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.

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 if you have any questions.