

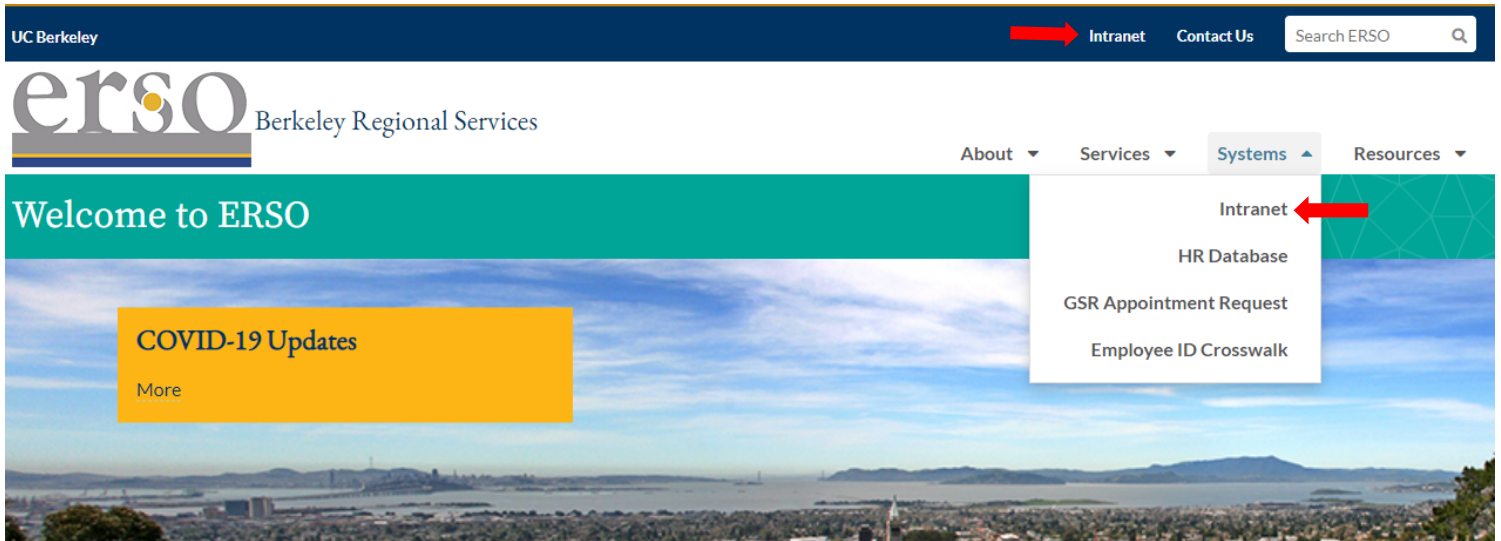
Purchase Request less than \$10K

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.

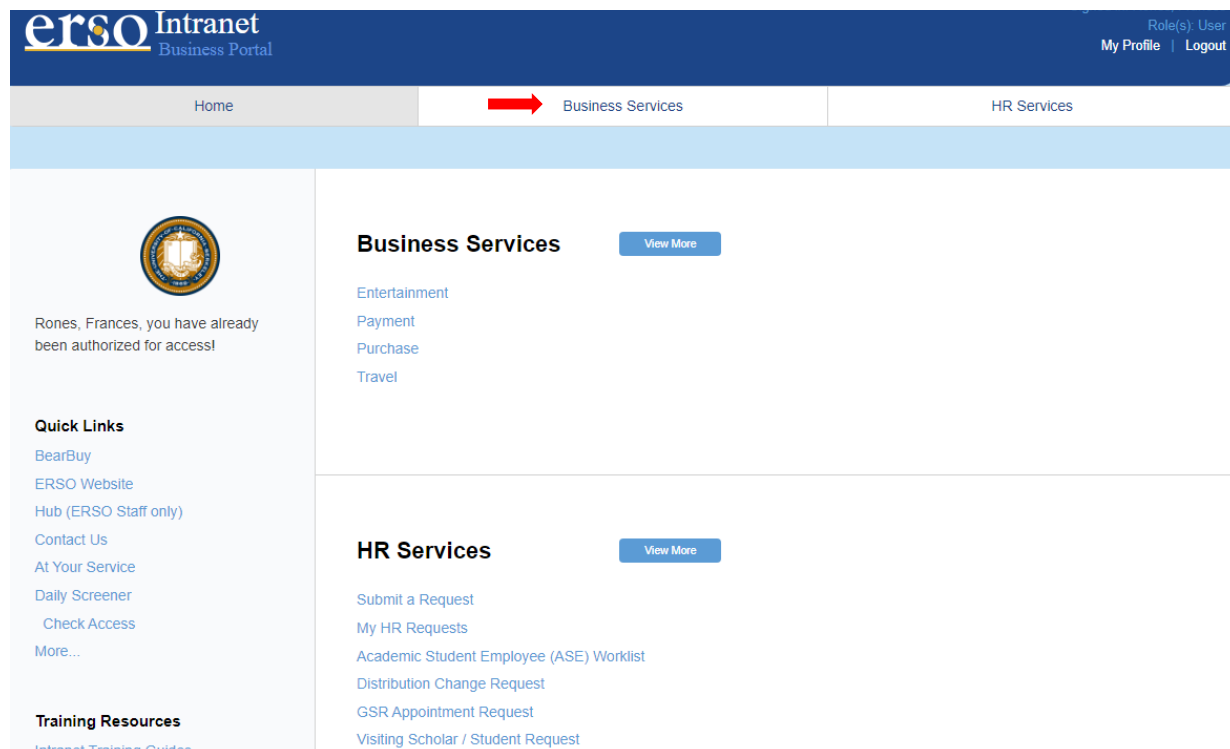
Notes:

- Requester must get PI/group advisor's signature as their "Approver" on the PO Request Form or an email approval to use their funds for that purchase.
- **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.

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 the PI wants to use their department funds. Choose the PI's name if they want to use their research funds. Attach the PO Request Form along with any links or quotes before you submit your request. Contact financialcluster@me.berkeley.edu if you have any questions.

PI/Center/Department *

Select

Vendor *

Vendor ID (optional)

Business Purpose & Special Instructions *

Deliver to * Override text below. To update address for future orders [update your profile](#)

266 Sutardja Dai Hall, Berkeley, CA 94720-1768 FDC ETCHE06195

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

+ Add Line Item

Compute Total 0.0

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

Select File

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.

Submit Save for Later