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.

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. Please attach the PO Request Form along with any links or quotes before you submit your request. Please contact financialcluster@me.berkeley.edu if you have any questions.