FSU | DIVISION OF UNDERGRADUATE STUDIES

PURCHASING
QUICK REFERENCE GUIDE

For UGS faculty and staff requesting goods or services with University funds

1. Plan ahead

Request type or step	When to submit / timing
Standard requests	Submit UGS purchase request form at least **2 weeks** before goods or services are needed.
Complex requests	Allow **4 weeks** whenever possible for contracts, software, services, or special requirements.
Initial review	Allow at least 1–2 business days for your request to be reviewed. Additional documentation or review may take longer

Important: DO NOT place an order or commit University funds until all required approvals and purchasing instructions are received.

2. Submit a complete request

- Complete the current UGS Request to Purchase form. Include the business purpose, item/service description, required-by date, supplier (if known), and estimated total cost.
- Attach a quote or itemized estimate when available or applicable, especially for items not available in SpearMart.
- SpearMart is for shopping with University-contracted suppliers. Creating a cart does not complete or approve a purchase.

3. Follow the approved process

- Send the request to the UGS Fiscal Manager for review of business purpose, funding/budget, and purchasing method. A UGS Purchasing Representative will coordinate the purchase unless an authorized PCard holder is making an eligible purchase request.
- UGS Purchasing Representative will use the approved method (which may include SpearMart, an authorized PCard transaction, or a requisition/purchase order). Follow FSU contract and procurement requirements.
- Check deliveries received directly by your office; report problems and promptly forward packing slips, invoices, receipts, and other records to the Purchasing Representative.

Special situations

EVENTS & FOOD	PERSONAL PURCHASES & REIMBURSEMENTS
Advance review and approval by the UGS Fiscal Manager are required. **Submit at least 2 weeks before the event** with purpose, date/location, itemized costs, and attendee count (names of attendees if 15 or less).	Avoid using personal funds. Consult the Fiscal Manager **beforehand** when possible. Reimbursement is not guaranteed and is subject to policy, funding, documentation, and approval.

Before you submit: Clear business purpose • complete details and estimate • quote if available • enough lead time • no order before approval.

Failure to follow the guidelines above may result in the request being delayed, denied, or not processed within the expected timeframe.

Questions? Contact the UGS Fiscal Manager or designated UGS Purchasing Representative before contacting a supplier or placing an order. See the companion **Purchasing Procedures & Guidelines** document for detailed instructions and official resources.

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