

Purchasing Guidelines for BME Design Team

Biomedical **P**urchasing & **A**ccounting **G**roup
(**BPAG**)



The General Concept

A) Get your Client to purchase for you. :))

- Or -

B) You pay, and then get reimbursed. : ((

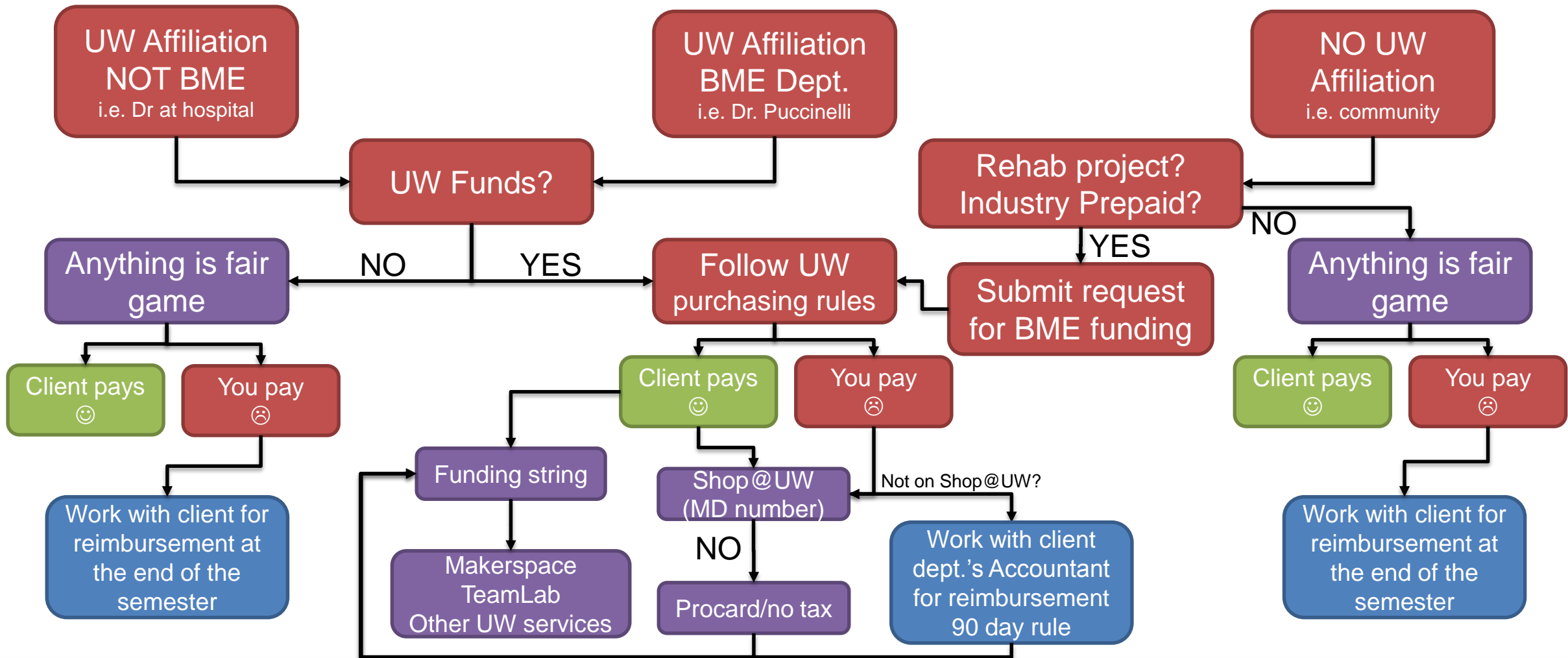
Either way, it is your job to:

***** **Keep track of all of your purchases** *****

- All original detailed receipts in the notebook
- Table of expenses – notebook, progress report and report



Client and Project Type Matters



Vendors available to UW Clients

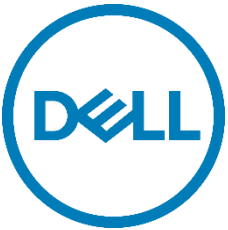
Shop@UW:



eppendorf



GRAINGER[®]



SIGMA-ALDRICH[®]



- Visit complete list here: <https://shopuw.wisc.edu/vendors-2/>
- Guest Login (bottom of page): https://mds.bussvc.wisc.edu/order/shopper_lookup.asp

DoIT:

- Services: <https://it.wisc.edu/services/> (not as many options anymore)

Makerspace and TeamLAB:

- Makerspace: 3D printing, arduinos, electronic components (fund number or credit card – any client)
- TeamLab: Screws, nuts, bolts, glues, tapes, etc. – free with materials/shop fee (for any client)



Reimbursement

Only the BPAG will be reimbursed, when your team purchases something. Do not ALL seek individual reimbursement from your clients or the department.

E-Reimbursement from UW-Clients – start before the poster session!

- BPAG must provide **original, hard copy** receipt(s)
 - Date, purchaser name, vendor details, itemized (item(s) details and quantity), cost each, total cost
 - Not a screen shot. Not edited. Printed email is OK, PDF is OK, paper register receipt is OK.
- Requires a valid project number, obtained from the UW client
- Electronically submitted - Takes 3+ weeks
- 90 day rule - no reimbursement beyond 90 days of purchase - no exceptions (need at least 10 days for processing)

For Assistance:

- If Client is a BME Professor: Contact Susan Sauer
- If Client is a Non-BME, UW MD: Work with MD, or their support staff
- Client is a Non-UW: Contact Client



Accounting

- Table - with ALL of the vital information needed to purchase again

Item	Description	Supplier	Part #	Link to part	Qty	Date	Price	TOTAL
DDS Signal Generator		Amazon	AD9833	https://www.amazon.com/SMAKN%C2%AE-Signal-Generator-Module-AD9833/dp/B00N8GUWLA	1	10/7/2016	\$25.00	\$25.00
Analog to Digital Converter		Digikey	LTC2315	http://www.digikey.com/product-detail/en/linear-technology/LTC2315ITS8-12-TRMPBF/LTC2315ITS8-12-TRMPBFCT-ND/3910756	3	10/7/2016	\$14.32	\$42.96
							TOTAL	\$67.96

- Put this table in your
 - Progress reports
 - Team part of your notebook
 - Report



General Notes

- Get client to purchase. :))
- Check out the design resources page: <http://bmedesign.engr.wisc.edu/course/resources/>
- Ineligible UW vendors: <https://www.bussvc.wisc.edu/purch/inel.html>
- Save all original receipts. Seek reimbursement before the poster session.
- To avoid problems, please see Susan Sauer before completing transaction, rather than after!

(In-person, by email, or by phone).



Susan Sauer

(BME Accountant)



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