

Frequent Purchase FAQ's

The following is a list of purchases that Materials Management experiences on a regular basis. The attached is to assist the University Community on the procedures that should be followed when requesting these items.

Car Rentals

How do I rent a car?

- Personally book a rental vehicle for your own business travel.
 - ❖ Reserve in the name of University of Lethbridge with yourself listed as a driver.
 - ❖ Review the Car Rental Insurance Policy found on the [Risk & Safety Services website](#).
 - ❖ Preferred vendor is Enterprise Car and Truck Rental.
 - ❖ Ensure adequate insurance coverage.
 - The U of L American Express card includes the extra insurance in their cardholder agreement.
 - If not using this AMEX, ensure your credit card company carries the extra insurance, otherwise purchase insurance through car rental company.
- Once booking is complete and payment has been processed, submit an online expense claim for reimbursement.

OR

- Arrange vehicle rental through Maritime Travel
 - ❖ Link available on the Bridge
 - Click on Finance – Personal Reimbursements and Travel Booking – Travel Booking
 - Sign in with your University of Lethbridge Credentials
 - Note – Fee of \$11.00 charged for each separate booking (consider booking airfare, hotel and vehicle rental at same time)
 - Once booking is complete and payment has been processed, submit an online expense claim for reimbursement.

OR

If booking a vehicle rental for traveling with a group or for an external visitor

- Book rental through [preferred vendor](#)
- Submit an online requisition for Materials Management to issue a purchase order.

- ❖ Include name, dates, and car rental confirmation number.
- ❖ Ensure adequate funds are encumbered to cover rental and extra insurance costs.

Hotels

How Do I book a Hotel?

- Personally book a hotel for your business travel
 - Once booking is complete and payment has been processed, submit an online expense claim for reimbursement.

OR

- Arrange hotel booking through Maritime Travel
 - Link available on the Bridge
 - Click on Finance – Personal Reimbursements and Travel Booking – Travel Booking
 - Sign in with your University of Lethbridge Credentials
 - Note – Fee of \$11.00 charged for each separate booking (consider booking airfare, hotel and vehicle rental at same time)
 - Once booking is complete and payment has been processed, submit an online expense claim for reimbursement.

OR

If booking accommodations for a group or for external visiting guest

- Book reservation directly with a preferred hotel vendor ([see Preferred Vendor listing](#))
- Submit an online requisition for Materials Management to issue a purchase order
 - ❖ Include name of guest, dates, and hotel confirmation number
 - ❖ Ensure adequate funds are encumbered to cover accommodations and meals if required

Airfare

How Do I purchase Airfare?

- Arrange airfare through Maritime Travel
 - ❖ Link available on the Bridge

- Click on Finance – Personal Reimbursements and Travel Booking – Travel Booking
- Sign in with your University of Lethbridge Credentials
- Note – Fee of \$11.00 charged for each separate booking (consider booking airfare, hotel and vehicle rental at same time)
- Once booking is complete and payment has been processed, submit an online expense claim for reimbursement.

Conference Registrations

How do I register for a conference?

- Personally register and pay for your conference.
 - ❖ Submit expense claim through the online Expense Claim system for reimbursement.
- If being purchased through Department or Research funds (not Professional Supplement)
 - ❖ Request an invoice from the conference and submit this invoice for direct pay

Computer

How do I purchase a computer?

For departmental use...

- Contact Information Technology
- IT can assist you with obtaining a quote for the system with the “Preferred” computer supplier
- Submit an online requisition and attach your quote directly to the online requisition for Materials Management to issue a Purchase Order and complete the order.

OR

Purchase through Professional Supplement of \$1,000 or more...

- IT can assist you with obtaining a quote for the system with the “Preferred” computer supplier.
- Submit an online requisition attaching this quote.
- If you already know what configuration you require, submit an online requisition
- Alternatively, make your purchase personally and submit an online expense claim for reimbursement.

OR

Purchase through Professional Supplement of less than \$1,000 ...

- Pay personally and submit for reimbursement through the expense claim system
- Exceptions are Cell Phones or licensed software.
 - ❖ Online requisition is required

Office Stationary

How do I purchase Office Stationery?

- For department use...
 - ❖ Set up designated staff member to use online Staples Business Advantage web ordering system. Refer to Website found under [Financial Services – Staff/Faculty - Acquiring Goods or Services – Staples Online Account](#).
 - ❖ If you do not have a Staples online account..
 - ❖ Order through Departmental online account (contact your Financial Officer for approval prior to ordering)
 - ❖ Process a journal voucher to refund department

Office Furniture

How do I purchase Office Furniture?

Contact Facilities

- There are preferred vendors in place for all campus office furnishings

Adobe Software

How do I purchase Adobe Software?

Refer to information on the [Information Technology website – Software & Hardware](#)

Laser, Toner and Inkjet Cartridges

How do I purchase Laser Toner or Inkjet Cartridges?

- Submit an online requisition
 - ❖ Materials Management will order through our “Preferred” supplier

Cell Phones

How do I purchase a Cell Phone and Plan?

- Submit an online requisition for a standing order
 - ❖ For approved University Department or Professional Supplement paid accounts only
 - ❖ Materials Management will order through our “Preferred” supplier (currently Bell Mobility)
 - ❖ Ensure adequate funds are encumbered to cover cell phone charges for the entire fiscal year
 - ❖ To purchase from another supplier, purchase own plan and submit approved expenses through the expense claim system.

Catering

How do I book a Caterer for my department function?

- Order online through the University of Lethbridge caterer – Fresh Fork (use Catertrax).
- Order through a University of Lethbridge approved caterer
 - Refer to the information on the [Financial Services website – Staff/Faculty – Acquiring Goods and Services – Catering Services](#)

Advertising

How do I purchase Advertising?

For help placing print, broadcast, online or for assistance designing an advertisement, please contact Communications at communications@uleth.ca”

Other Frequent Purchases

If you find yourself making frequent purchases from the same vendor

- Consider setting up a standing order
- Process through the online Materials Management requisition