

**STRATEGIC CONTRACT MANAGEMENT PROCEDURES FOR  
PURCHASING EQUIPMENT \$5,000- \$25,000**

**PROCEDURE FOR M-MARKETSITE ORDERS**

1. Departments place equipment orders through M-Marketsite. If required, the order is routed to the appropriate department for approval (example, Sponsored Programs or Capital). Purchase orders are created and sent to the supplier.
2. The Suppliers process orders and invoice Accounts Payable. Invoices are audited, approved and paid, and a voucher payment is posted in M-Pathways.

**PROCEDURE FOR NON M-MARKETSITE ORDERS**

1. Department requests pricing “quote” from Supplier.
2. Supplier provides quote in electronic format (example, PDF file) and send to Department via email.
3. Department forwards the Supplier’s email with the attached quote to Strategic Contract Management at [sspapproval@umich.edu](mailto:sspapproval@umich.edu) along with the following information:
  - Complete Chartfield combination
  - ShortCode
  - Short statement requesting to purchase the equipmentNOTE: For a list of account codes and purchasing category codes to be used for equipment, see the Financial Operations [equipment page](#).
4. The Strategic Contract Administrators review the request.
  - 4a. If the fund is “non-sponsored,” does not require OSEH approval, and/or does not require Hospital Capital approval, the Department is given authorization to place the order with the Supplier.
  - 4b. If the order is requires routing to Sponsored Program, OSEH, of Hospital Capital, the email is forwarded requesting authorization. Once the purchase is approved, the Strategic Contract Administrators email the department the authorization to place the order with the Supplier and the Sales Representative is copied. The department must place the order with the supplier.
  - 4c. If the request is denied, the Group notifies the department and the sales representative.
5. The Strategic Contract Administrators file the approval and send an authorization to pay to the Accounts Payable. If Products are sold, shipped, processed or billed without the Strategic Contract Management authorization, the invoice for non-authorized sales will not be paid. It will be the responsibility of the Supplier for all return costs for the Products.
6. The Supplier processes the order and invoices the University via the Service Unit Billing Format.
7. The Supplier provides a copy of the order Packing List to the Department with the shipment and a copy is sent to Property Control Office, Wolverine Tower, 7th Floor, 3003 S.

State Street, Ann Arbor, MI 48109-1273. The Packing List contains the following information:

- Name of U of M Contact Person
- Building Room Number
- Street Address
- U of M contact telephone number
- Product Description including Manufacturer and Model Number(s)
- Serial Number (s) of Equipment
- The FARR reaffirmation statement. Language contained in the Service Level Agreement.