

BBE Purchasing Processes
(Updated 6/10/19)

Purchase Orders – Use the form labeled Requisition Request Form - BBE. Instructions are at the top of the form. Note: there is no need to submit packing slip. Notify Pete Kane that you have received the item or convey any discrepancies.

U Market Orders - Submit your cart to Pete Kane - kanex012. There is no need to submit a packing slip.

U Travel & Chrome River (Employee expense and travel reimbursement)– [Click here for instructions.](#)

Pcard Transactions – Use **My Wallet**. [Click here for instructions.](#)

A digital signature is acceptable

If you have questions about using My Wallet, please contact Dana Lehigh at lehig001@umn.edu.

Requests for New Pcards -Contact Department Card Administrator (DCA) Dave Jacobi
jaco0156@umn.edu.