

Purchase Request Process Overview

- All Office of Student Life purchases, both internal and external, require a Digital Purchase Order (DPO) request submission.
- Use your department email and password to login. If you need the login information, please email oslfm@indiana.edu. DO NOT CHANGE THE PASSWORD. Multiple users within your department will use the same login information.
- Create a new PO in DPO.
 - Select your department from the drop-down list.
 - If you do not know the supplier, or the supplier is currently not in DPO, select Unknown. Purchasing staff will add the supplier into DPO. Make sure to include necessary information for the new supplier in the comments section. This would be company name, address, contact name, email, and phone.
 - Enter your first and last name.
 - If you know your account number please enter it. If it is to be split funded, enter each account number and the % or \$ amount for each account.
 - Enter the business purpose stating why the purchase is being made. An example would be ordering a piece of pizza for a luncheon; who will be attending the luncheon, and what is the purpose of the luncheon. This information is important for audit purposes and is added to the Chrome River or Buy.IU document.
 - If you are unsure of the payment type, select PO as that is the preferred method of payment at IU.
 - Add any additional comments that you want to communicate to the purchasing team.
 - Select "Unassigned" for the processor. This allows the purchasing team to assign it to themselves once submitted. You can then see who is working on your request and contact them directly if there are any issues.
 - The first item that you add should be the name of the purchase request: A general description of what you are ordering.
 - All other items will be what you intend to order. Enter the budget line for your account and object code. The budget line is there to help you make informed decisions. If the line is unbudgeted, leave it blank. The purchasing team can add budget lines and reduce others as needed, so please communicate any adjustments needed.
 - Attach any quote or other documentation related to the purchase.
- Once submitted, your request will be assigned to a purchasing staff member.
- If an internal purchase is requested, a comment will be added by the purchasing staff stating that the purchase is approved. You will then make your purchase with the IU department.
- P-card purchase requests should be submitted at least two hours before needing the p-card to give the purchasing team time to update the request and ensure the card is available. Check your request before coming to retrieve a p-card, a comment will be added stating that the card is reserved. The request will be updated to Approved.
- PO purchase requests will have the PO number added as a comment once the Buy.IU purchase order has been created. The request will be updated to Approved.
- Please check the DPO request for any comments before contacting the purchasing team with any questions. Use the comment function to add any new information as well.

- When your order is received, go to your DPO request and add a new delivery to indicate which items were received. This is an important function for accounts payable to know which invoices can be paid.
- When all items are received, the DPO request will be updated to closed.

Training materials for DPO are available on the [Financial Resources](#) page.