

Purchase of Materials for Student Projects

Purchasing Policy

The University of Southern Denmark is a public institution mainly financed through government funding.

Therefore, all purchasing is subject to a very strict purchasing policy only allowing suppliers that have been carefully chosen on different grounds.

Purchasing Procedure – step by step

1. Together with the supervisor, each group must agree on a *project budget*.
2. All purchasing requires the supervisor's *approval*
3. Where to purchase what?
Please contact one of the following persons for assistance:

Erik Henneberg (E-Lab, 3rd floor), e-mail: eh@mci.sdu.dk
(Course material within electronics)

Reiner Hübel (workshop in the basement), e-mail: reiner@mci.sdu.dk
Jan Tiettje (workshop in the basement), e-mail: tiettje@mci.sdu.dk
(Course material within workshop activities)

Jette Toft Iversen (Block D, 4th floor), e-mail: jtj@mci.sdu.dk
Charlotte Bolding Andersen, (Block A, 4th floor), e-mail: cba@mci.sdu.dk
(Course material within office supplies)

Please note: special rules for Expert in Teams – please contact Kirsten Lorenzen (Block D, 4th floor), e-mail: kilo@mci.sdu.dk

Exception to the purchasing procedure

If the goods cannot be provided through one of our regular suppliers, students can as an exception pay for the goods themselves and get a refund by filling in a form at Jette's or Charlotte's office.

Invoicing

Invoices must be sent electronically to the university including this information:

EAN no.: 5798000423176
Syddansk Universitet
Mads Clausen Institut
Alsion 2
6400 Sønderborg

Reference: Student's name + programme ID (e.g. SPRO4M)