

University Purchasing Methods

Purchase Method	Purchase Order	Procard	Direct Pay (Non-PO)	Travel/Meeting Card
Tool	buyND	Online or in person	Financial Toolkit	travelIND or Anthony Travel
How to get Access	<ul style="list-style-type: none"> Take buyND training (sign up eNDeavor) Get FOAPAL Access 	<ul style="list-style-type: none"> Procard Application 		<ul style="list-style-type: none"> Travel Card Application Meeting Card Application
When to use	<p>For most purchases, reoccurring items, items under contract:</p> <ul style="list-style-type: none"> <\$10,000 – Only need one bid \$10,000 - \$150,000 -Three bids with non-Strategic suppliers* >\$150,000 - Formal RFP process with procurement* 	<ul style="list-style-type: none"> Order is under \$1,500 One-time purchases under \$1500 Supplier does not accept purchase orders 	<ul style="list-style-type: none"> When purchasing select categories listed below 	<p><u>Travel Card</u></p> <ul style="list-style-type: none"> Booking individual travel Business related expenses <p><u>Meeting Card</u></p> <ul style="list-style-type: none"> Group events Group travel Group business related expenses
Categories	<ul style="list-style-type: none"> Goods <u>Services</u> <u>Consulting</u> Restricted/ grant/federal funds ND licensed items Chemicals & hazardous materials Research equipment Lasers/x-rays Equipment/tent rentals Drones 	<ul style="list-style-type: none"> Small low value office items One-time purchases Academic/classroom supplies Postage Express postage Newspapers & periodicals Dues & professional memberships Conference fees 	<ul style="list-style-type: none"> <u>Individuals</u> <u>Special Payments</u> Payments to Universities Utilities Dues & professional memberships Postage Periodicals Charitable donations Awards (Non-Service) Royalties 	<ul style="list-style-type: none"> Airfare Hotel Car rental Conference fees Meals Business entertainment Business meeting expenses Other travel/business expenses
Benefits	<ul style="list-style-type: none"> Risk mitigation Negotiated contract pricing with strategic and preferred suppliers Procurement Services support 	<ul style="list-style-type: none"> Use to quickly acquire items from non-strategic vendors. Can be used in person to get items same day 	<ul style="list-style-type: none"> Method to pay special or recurring payments that do not require protection from PO terms and conditions 	<ul style="list-style-type: none"> Card charges automatically load into travelIND for easy expense report creation.
New Suppliers	2-15 days to add new supplier (depending on supplier's response)	n/a	2-15 days to add new supplier (depending on supplier's response)	n/a

*Orders with strategic suppliers under contract do not need additional quotes, bids or RFPs (Request for Proposals).