

University Purchasing Methods

A quick reference for selecting an approved University purchasing method

Approved purchasing method	buyND / Purchase Order	Financial Toolkit	Shamrock Card
When to use	The preferred method for purchasing goods or services. buyND provides online requisitioning, catalogs, and punch-out capabilities to vendor websites. • <\$10,000: one bid • \$10,000-\$249,999.99: three bids with non-strategic suppliers • \$250,000 and over: formal RFP process with Procurement University Bidding Policy	Payments to a business when the vendor does not accept a PO, or recurring payments that do not require PO terms and conditions that come with buyND.	Use for • University or department events • Group travel • Business entertainment and meals • Individual travel and travel-related business expenses University business expenses only; never for personal expenses.
Examples of purchase categories	• Goods • Services • Consulting • Restricted / grant / federal funds • ND licensed items • Chemicals & hazardous materials • Research equipment • Lasers / x-rays • Equipment / tent rentals • Drones • Utilities	• Individuals • Payments to universities • Charitable donations • Awards (non-service) • Royalties	Events & business-related expenses • Catering charges • Off-campus restaurant charges • Business meetings Group travel • Group airfare • Hotel • Conference expenses • Car rental or other transportation (buses, taxi, Uber, Lyft, etc.) Individual travel • Airfare • Hotel • Conference expenses (meals while traveling) • Car rental or other transportation • Other low-value travel / business expenses
Payments made by	Accounts Payable - buyND invoicing	Accounts Payable	University Pay
How to gain access	buyND+ How To Buy buyND+ Login	InsideND	Shamrock Card Application
Managing department	Procurement Services Email: buy@nd.edu Website: procurement.nd.edu Helpdesk: (574) 631-4289	Controller's Office Email: acctpay@nd.edu Website: controller.nd.edu	Controller's Office Email: shamrockcard@nd.edu Website: controller.nd.edu/shamrockcard Helpdesk: (574) 631-3388