

Purchasing & Payment Methods for Commonly Purchased Goods and Services

This is a quick reference guide on how departments may purchase the most common goods and services.

Employees involved in departmental purchases are still expected to fully adhere to all departmental, sponsor, and University policies.

For multiple purchases from a single supplier, create a [blanket purchase order](#) for purchases that cannot be paid for with a PurCard.

★ = Best practice/
preferred method ✓ = Allowable method







Good or Service	Purchasing/Payment Method			Supplier Information (includes Uniform-Guidance-approved supplier contracts)	Comments/Guidelines/Policies	Contact
	PurCard * ≤ \$2,500	Purchase Order > \$2,500	Check Request Form			
Airfare	* ★	✓			See Travel Policy and review PurCard procedures	PurCard Team
Amenity Items	* ✓	✓			See Business Meals, Hospitality, and Amenity Policy	Disbursement Team
Animal Order		★			All animal orders must be placed with a requisition that includes PI name, IACUC number, and expiration date. Forward PO number to Animal Care Management .	Purchasing Services AND Animal Care Mgmt
Awards, Prizes (& Scholarships for Students)			★		Refer to Awards, Prizes and Winnings UOP & Payments to Students Policy <ul style="list-style-type: none"> • Employee: Submit an Additional Pay Form • Student: See Student Financial Services • Non-employee: Submit Check Request form 	Disbursement Team
Automobile Rentals (mandated suppliers)	* ★	✓		Avis Enterprise Hertz (Excel)	MANDATED SUPPLIERS: Avis, Enterprise, Hertz. See Automobile Rental Procedure & Travel Policy . Requisitions must include certified drivers' names, confirmation #, date, location of pick-up & drop-off, reason for trip. See UVM Contracted Supplier List (Excel) for more information	Purchasing Services
Bus Charter (mandated suppliers)	* ✓	✓		First Student Mountain Transit Lamoille (Excel)	MANDATED SUPPLIERS: First Student, Mountain Transit, Lamoille See UVM Contracted Supplier List (Excel) for more information . If mandated suppliers are not available, charters must be approved in advance by Risk Management & Safety .	Purchasing Services
Catering (mandated supplier)	* ✓	✓		Sodexo (Excel)	MANDATED SUPPLIER: Sodexo Learn how to book a caterer See Business Meals, Hospitality, and Amenity Policy	Purchasing Services OR PurCard Team
Cell Phones					UVM-owned cell phones & service provided in limited circumstances. See Cell Phones & Mobile Communication Services & Equipment Guidelines	Purchasing Services
Chemicals, Hazardous Materials		★			See UVM ChemSource	ChemSource AND Purchasing Services
Computers – Hardware (mandated supplier)		★		UVM Bookstore	MANDATED SUPPLIER: For administrative units purchasing Apple or Dell desktops, laptops, and tablets	UVM Bookstore

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Conferences & Events (UVM-sponsored)	*				Attach department-approved event contracts/deposits to a PS requisition for review/signature. Departments may not sign contracts. Requisitions must include alcohol pre-approval and Certificate of Insurance from supplier with \$1M liquor liability clause & listing UVM as certificate holder. Deposits & full payments in same fiscal year must all be included on one requisition.	Purchasing Services OR PurCard Team AND University Event Services
Consulting					See "Services"	Purchasing Services
Copiers (mandated supplier)				Kyocera Document Solutions (Excel)	MANDATED SUPPLIER: Kyocera Document Solutions For installation & service. Requisition is required regardless of \$ amount.	Purchasing Services
Costco	*				Coordinate with Disbursement Center to use UVM's Costco membership card. Check Catering Policy for possible waiver requirements. Requisition must include approved shoppers' names and dates of trip.	Disbursement Team
Document Destruction (Preferred supplier)	*			Shred This (SecurShred) (Excel)	Preferred Supplier: Shred This (SecurShred)	PurCard Team Purchasing Services
Document Storage	*			See UVM Contracted Supplier List (Excel)		PurCard Team Purchasing Services
Equipment	*				Contact Cost Accounting to determine appropriate category code (i.e., fixed, capital, etc.). Category code is based on unit price, not total quote.	Cost Accounting
Foreign Entity - Goods	*				Follow normal Purchasing guidelines	Purchasing Services
Foreign Entity or Individual - Services	*				See Services Agreements and Payments to Foreign Nationals and Entities Policy Non-employee: Use Check Request form (also use check request if paying foreign entity for services)	Payroll & Tax Services Purchasing Services OR Disbursement Team
Furniture (Pricing agreements)	*			Exterus, Office Environments, Red Thread (Excel)	Pricing agreements: Exterus, Office Environments, Red Thread, We strongly encourage asking multiple suppliers for quotes. Contact Cost Accounting to determine appropriate category code (fixed, capital, etc.). Category code based on unit price, not total quote.	Purchasing Services AND PurCard Team AND Cost Accounting
Gases (scientific) (Mandated supplier)	*			Airgas (Excel)	Mandated Supplier: See Airgas pricing agreement	Purchasing Services
Honoraria or Guest Speakers		 if >\$100	 if <=\$100		Requisitions must include Employee vs. Independent Contractor Form, separate line for expenses to be reimbursed, date(s) of event, & IRS W-9 or UVM New Supplier W-9 if individual doesn't appear in PeopleSoft. Speaker Engagement Letter also required if honorarium or expenses are ≥\$500. See Check Request Form and Travel Policy .	Purchasing Services AND Disbursement Center
Honoraria or Guest Speakers for Virtual Events		 if >\$100	 if <=\$100		Requisitions must include Employee vs. Independent Contractor Form, date(s) of event, & IRS W-9 or UVM New Supplier W-9 if individual doesn't appear in PeopleSoft. Speaker Engagement Letter for Virtual Events and pdf of approval email from Purchasing's IT/ADA Contract Analyst required for all virtual speakers. See Check Request Form .	Purchasing Services AND Disbursement Center

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Honoraria for Foreign Citizens			★		See Payments to Foreign Nationals & Entities Policy .	Disbursement Team Payroll & Tax Services
Hospitality	* ★	✓			See Business Meals, Hospitality, and Amenity Policy	Disbursement Team
Hotel/Lodging	* ★	✓			See UVM's local pricing agreements (Excel)	Purchasing Services
Interdepartmental charges (purchases from UVM departments)					Exchange chartstrings with applicable departments for journal entries	Your business manager OR applicable UVM dept
Leases (all)					Must be on a requisition for GASB reporting	Purchasing Services
Meals	Business	* ★	✓		Business Meals, Hospitality, and Amenity Policy and Travel Policy	Purchasing Services OR PurCard Team
	Travel	* ★	✓			
	Non-employee			★		Disbursement Team
Moving (local) (Preferred supplier)	* ✓	✓		Action Moving and Storage and Vermont Moving and Storage (Excel)	Preferred Suppliers: Action Moving & Storage and Vermont Moving and Storage	Purchasing Services
Moving (new hire relocation)				See UVM Contracted Supplier List (Excel)	See Relocation UOP (PDF)	Payroll & Tax Services
Multi-media equipment (Preferred supplier)	* ✓	✓		Audio Visual Environments (Excel)	Preferred Supplier: Audio Visual Environments	
Office Supplies (Mandated supplier)	* ★	✓		Staples (Excel)	Mandated Supplier: Staples	Purchasing Services
Paper	* ★	✓		Staples (Excel)	Mandated Supplier: Staples . UVM is committed to purchasing 100% post-consumer, chlorine-free copier paper for routine use	Purchasing Services
Photography					See "Services"	Purchasing Services
Print, Design & Mail Services	* ✓	✓		See UVM Contracted Supplier List (Excel)	Contact UVM Print & Mail For external printing, we strongly encourage asking multiple suppliers for quotes	UVM Print & Mail OR Purchasing Services
Radioactive Materials					Orders must be processed by UVM Radiation Safety Office	Radiation Safety Office
Refunds			★		Employee: PeopleSoft Travel & Expense module Non-employee: Check Request form . Use same account as deposit.	Disbursement Team
Scientific Supplies (Mandated supplier)	* ★	✓		Fisher Scientific (Excel)	Mandated Supplier: Fisher Scientific	Purchasing Services

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Services	* 		 if ≤\$100		Complete the applicable Services Agreement & submit for review per procedures. If service provider is an individual, requisitions must include Employee vs. Independent Contractor Form, separate line for expenses to be reimbursed, date(s) of event, & W-9 or UVM supplier form if individual doesn't appear in PeopleSoft.	Purchasing Services
Software					Send questions to Purchasing	Purchasing Services
Temporary Services (Mandated suppliers)	* 			Adecco, Spherion, Westaff (Excel)	Mandated Suppliers: Adecco, Spherion, Westaff	Purchasing Services
Vehicles (purchase)					Prior approval required by Transportation & Parking Services (TPS) Contact Purchasing early in this process	TPS Purchasing Services
Videography					See "Services"	
Web Design					See "Services"	