

# ASC Guidelines for University Purchasing

## Purchasing Decision Tree – order of preferred method of procurement

1. Internal Order (UNITS, UniPrint, Blackwell)
2. eStores (Stores, Contracted vendors)
3. Procurement Card (payments up to \$2500)
4. Convenience Order # (Reimbursement, Membership dues)
5. Purchase Order (over \$2500)

The OSU Purchasing Department has implemented cost savings initiatives by establishing favorable contracts for the University. These contracts are divided into three categories: **Key, Preferred and Strategic**. For reference, the complete contract book is available at <http://purchasing.osu.edu/sourcing/default.aspx>.

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### **Key Contracts**

Key contracts, listed below, have a **mandated 100% compliance**. Use of a non-contract vendor in lieu of the contracted vendor is a policy exception and requires college-level approval. If a valid business purpose/rationale is not given for the exception, the transaction may be denied and payback of funds to the university will be required.

- **Coke** – Only Coca-Cola products may be purchased with University funds. A comprehensive list of Coke products is available at: [http://en.wikipedia.org/wiki/List\\_of\\_Coca-Cola\\_brands](http://en.wikipedia.org/wiki/List_of_Coca-Cola_brands)  
Practical exception: Purchase of beverage items not available from Coke.
  - **UPS** – Only UPS may be used for outbound shipping. It is not a policy exception to pay for non-UPS inbound shipping charges, as we cannot control other institutions/companies shipping methods.  
Practical exception: When it can be proven that UPS is not able to correctly or safely ship perishable items, e.g., shipments using dry ice that must be moved quickly to avoid ruining the item(s).
  - **Office Max/GBEX** – Ordering via eStores catalog is preferred. If item is not available through eStores, the procurement card may be taken to an Office Max store.  
Practical exceptions: 1. Item needed is not available at Office Max (eStores or storefront) and there is no adequate substitution. 2. A price comparison is documented that the identical item is significantly less expensive from a non-contract vendor.
  - **ComDoc** – Xerox multi-functional devices (printer/copier/fax/scanner).
  - **Plumbing Services**
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**Preferred and Strategic Contracts** are the contracts listed in the contract book for each category. Purchasing has negotiated these to get the best price for the University and prefers that these contracts be used.

**Preferred Contracts:** Special pricing negotiated for the University with multiple vendors to choose from in eStores catalog. Some examples are: Catering; Hardware & Building Supplies.

**Strategic Contracts:** Negotiated zero freight, handling charges and free returns. Some examples are: Computer Hardware & Peripherals; Laboratory Supplies.

Use of Preferred and Strategic contracts is not required, but if using a non-contract vendor, an explanation why must be documented in the eRequest. To purchase off contract, if the desired vendor is not in the University Vendor file, no new profile will be created and inactive vendors will not be reactivated for the purpose of creating a PO, making the PCard the preferred method of procurement.