**ASC Guidelines for University Purchasing**

**Procuring Goods and Services – in order of priority consideration:**

1. Internal OSU Suppliers (UNITS, UniPrint, Blackwell)
2. BuckeyeBuy (Stores, Contracted suppliers)
3. Non-Catalog request
4. University Procurement Card (Pcard)
5. Supplier Invoice Requests (Non-Purchase Order)
6. Miscellaneous Payments
7. Reimbursements

<https://admin.resources.osu.edu/workday/workday-for-core-users-finance/procuring-goods-and-services>

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. 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>

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).

* Staples – Ordering via BuckeyeBuy is preferred. If item is not available through BuckeyeBuy, the procurement card may be taken to a Staples store.

Practical exceptions: 1. Item needed is not available at Staples (BuckeyeBuy 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 BuckeyeBuy. 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 requisition. 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.

**Quotes for Purchases**

Only needed for purchases of $1,000 or more.

**Model Agreements**

Must be signed by a Divisional Finance Manager via DocuSign. No faculty or staff are permitted to sign any contract.

 They include:

* The Blackwell Inn
* The Fawcett Center
* The Faculty Club
* The Jerome Schottenstein Center and Value City Arena
* The Recreation and Physical Activity Center
* The Ohio Union and Drake Union
* University Catering
* The Ohio State University Golf Club
* Any other University facility requiring rental contract