

## How to Buy at USI

Commodity	How to Order	BuyUSI Catalog Vendor(s) If Applicable	Order Type if (BuyUSI)
Academic Accreditation Fees	P-Card		1-Regular Order
Academic Testing Services	P-Card		1-Regular Order
Advertising	P-Card		1-Regular Order
Airfare for USI Faculty / Staff	Travel Services		N/A
Appliances	BuyUSI		5-Furniture Order
Apps -iPads/etc	P-Card		1-Regular Order
Athletic Board Money	BuyUSI		1-Regular Order
Attorney/Legal Fees	BuyUSI		L-Standing Order
Audio-Visual Supplies/Equipment	BuyUSI	Matrix Integration, CDWG, GovConnection	1-Regular Order
Prizes/Recognition of past event	BuyUSI		1-Regular Order
Books	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Bus Services	BuyUSI		1-Regular Order
Cadavers / Human Body Parts	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Car Rental for USI Faculty/Staff on travel status	Physical Plant		N/A
Cash Advance-Change/Cash Box	Contact Accounts Payable		N/A
Cash Advance-Supplies/Equipment only	Direct Pay Form		N/A
Catering	Scheduling Services/Sodexo		N/A
Cell Phones	Payroll Stipend Request		N/A
Chemicals	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI	VWR	1-Regular Order
Cleaning Supplies	BuyUSI	Pro-tex-all, Guy Brown, Grainger	1-Regular Order
Clothing/Apparel	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Conference / Event Planning-USI	Scheduling Services		N/A
Consultants & Consulting Services	BuyUSI		1-Regular Order
Xerox copier supplies	Creative and Print Services		N/A
Copier/Fax Machines/Supplies	BuyUSI	Guy Brown	1-Regular Order
Copying/Printing Services	Creative and Print Services		N/A
Dental Equipment & Supplies	BuyUSI	Henry Schein Dental or PSS	1-Regular Order
Dining/Restaurant Non Travel	P-Card		1-Regular Order
Document Destruction	BuyUSI		1-Regular Order
Electrical Supplies and Lighting	BuyUSI	Wesco, HD Supply, Graybar	1-Regular Order

## How to Buy at USI

Commodity	How to Order	BuyUSI Catalog Vendor(s) If Applicable	Order Type if (BuyUSI)
Electronic Components	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Employee Reimbursement	BuyUSI		9-Employee Reimbursement
Entertainers / Entertainment	BuyUSI		1-Regular Order
Equipment Rental	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Event Rentals (Tents / Canopies)	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Express Mail	Distribution Services		N/A
Film/Video Media	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Floor Coverings	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Food and Beverage Products(use Sodexo for on campus)	P-Card		1-Regular Order
Foreign Supplier Orders	BuyUSI		1-Regular Order
Furniture	BuyUSI		5-Furniture Order
Gases - Compressed & Liquid	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI	American Welding and Gas (non-catalog supplier)	1-Regular Order
Gift Cards	P-Card		1-Regular Order
Graphic Art & Design Services	BuyUSI		3-Printing Regular Order
Hardware, Industrial Supplies	BuyUSI		1-Regular Order
Honoraria (Guest Lecturers)	BuyUSI		1-Regular Order
Honoraria related travel	BuyUSI		1-Regular Order
Hotel Lodging for UW Faculty / Staff in Travel Status	Travel Services		N/A
Industrial Supplies (plumbing / electrical / fasteners)	BuyUSI	HD Supply, Wesco, Grainger, Fastenal	1-Regular Order
Information Technology (Hardware / Software / Peripherals)	BuyUSI	Matrix Integration, CDWG, GovConnection	2-IT Regular Order
Insurance-Health	BuyUSI		L-Standing Order
Interior Design Service	BuyUSI		1-Regular Order
Internet Service Provider	P-Card		L-Standing Order
Janitorial Supplies	BuyUSI	Pro-tex-all, Guy Brown, Grainger	1-Regular Order
Keys / Locks	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order

## How to Buy at USI

Commodity	How to Order	BuyUSI Catalog Vendor(s) If Applicable	Order Type if (BuyUSI)
Laboratory Equipment, Supplies, Reagents & Glassware	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI	VWR	1-Regular Order
Laundry and Dry Cleaning	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Logo Items for USI	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Mailing Services, Postage & Fees	Distribution Services		N/A
Maintenance Contracts IT equipment/software	BuyUSI		4-IT Standing Order
Maintenance Contracts Non-IT	BuyUSI		L-Standing Order
Maintenance/Repairs	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Meals for USI Faculty / Staff on Travel Status	Accounts Payable		N/A
Medical Supplies	BuyUSI		1-Regular Order
Memberships and Dues	P-Card		L-Standing Order
Mileage	Accounts Payable		N/A
Moving & Relocation Services (non-household moves)	BuyUSI		1-Regular Order
Nameplates/Rubber Stamps/Etc	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Office Space (Leased)	BuyUSI		L-Standing Order
Office Supplies	BuyUSI	Guy Brown	1-Regular Order
Penalties and Fines	BuyUSI		1-Regular Order
Performers	BuyUSI		1-Regular Order
Permits and Licensing	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Pest Control	BuyUSI		L-Standing Order
Photographic Equipment & Supplies	BuyUSI	B&H Photo	1-Regular Order
Printing	BuyUSI or Creative and Print Services		3-Printing Regular Order
Prizes & Awards for Students	BuyUSI		1-Regular Order
Property and Liability Insurance	BuyUSI		L-Standing Order
Recreational Supplies/Equipment	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Refund Payments	Direct Pay Form		N/A
Registration for Conferences & Webinars	Travel Services		N/A
Reimbursement to Student	BuyUSI		1-Regular Order
Rent-Facilities	BuyUSI		1-Regular Order

## How to Buy at USI

Commodity	How to Order	BuyUSI Catalog Vendor(s) If Applicable	Order Type if (BuyUSI)
Resale purchase	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Research Subject Payments	BuyUSI		1-Regular Order
Royalties	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Scientific Supplies & Equipment	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI	VWR	1-Regular Order
Security Systems/Card Readers	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Servers, IT	BuyUSI	Matrix Integration, CDWG, GovConnection	2-IT Regular Order
Software	BuyUSI	Matrix Integration, CDWG, GovConnection	2-IT Regular Order
Study Abroad	BuyUSI		1-Regular Order
Subcontracts	BuyUSI		1-Regular Order
Subscriptions (Journals / Publications)	P-Card		L-Standing Order
Telecommunications	BuyUSI		1-Regular Order
Television and Video Productions Services	BuyUSI		1-Regular Order
Uniforms	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Utilities: Electricity, Water, Natural Gas, Sewer	BuyUSI		L-Standing Order
UW Logos & Marks	P-Card-\$500 single transaction limit; If Over \$500 BuyUSI		1-Regular Order
Vehicles	BuyUSI		1-Regular Order
*For P-Card decline transactions, please contact Procurement Services at 1058			
**For questions with BuyUSI, please contact helpline at			