DISADVANTAGES FOR USI:

- Departments unsure of how to purchase—too many options
- Decreases USI’s ability to negotiate contracts
- Multiple processes and procedures to remember
- Order to payment variations with vendors results in delays in receiving goods/services and vendor payments
Use BuyUSI

1. All Commodities listed in column 2
   - Any commodity vendor doesn’t accept P-Card
   - All other commodities (see commodity guide)

Use P-Card up to $500 limit

2. Any commodity except following:
   - Catalog Vendors
   - Office Supplies
   - IT equipment/supplies/Software
   - Scientific Equipment
   - Medical equipment/supplies
   - Construction
   - Furniture
   - Printing

Use P-Card with NO $$ limit

3. • Memberships/Subscriptions/dues
   • Academic Testing
   • Academic Accreditation Fees
   • Applications
   • Non-Travel Dining/Restaurant
   • Gift Cards
   • Advertising

NEW PROCUREMENT GUIDELINES

BENEFITS TO USI:

- Delivering a one-stop shopping experience for University departments
- Providing a seamless procure-to-pay process
- Implementing a strategic sourcing initiative to help support the University strategic plan
- Standardize and simplify purchasing for the campus