# Purchasing Quick Reference Guide

## How to Buy

- **Check Budgets**
- **What to Buy**
- **How to Buy**
- **Vendor Election**

### P-Card

- All single transactions up to $1,000 (see exceptions below)

### Exceptions

- Alcoholic beverages
- Cash advances
- Catering services
- Computers
- Contracts
- Entertainment
- Equipment
- File cabinets
- Flowers
- Food (without prior approval from P-Card Administrator)
- Gift cards (without prior approval from P-Card Administrator)
- Laptops
- Personal gifts
- Personal usage
- Printers
- Split transactions to circumvent the single transaction limit ($1,000)
- Travel – (includes faculty, staff, & students while in travel status)
  - Hotels/Motels/Airlines
  - Registration
  - Shuttle/Taxi/Parking
  - Meals
  - Telephone/Internet
  - Car Rentals/Gas

### Requisitions

- Obtain quote/estimate (must be within 30-90 days) Check for vendor in Bronco Ebuy.

### Check Requests

- **Not allowed** for “purchases after the fact”

- Can only be used for official University business; i.e., valid emergencies, stipends, etc.

- **All emergencies** must have prior approval of the CFO and Purchasing Director before entry into Bronco Ebuy.

### Processing Time for Requisitions

- **$2,501 - $4,999** processing time approximately 1-5 days from date assigned to agent.
- **$5,000 - $49,999** processing time approximately 4-6 weeks from date assigned to agent.
- Over **$50,000** processing time approximately 60-90 days from date assigned to agent until purchase order issued. (see website)

### Contract Review and Approval

- Contracts and supporting documentation submitted to Purchasing Contract Manager.
- Average contract review time may vary from 2-6 weeks depending on the complexity of the contract. In cases where negotiation of terms and conditions with the vendor is required, the processing time can increase tremendously.

### Then and only then can the vendor proceed with rendering services/delivery of goods.

- If applicable, department completes receiving. (see Banner tutorial)
- Invoice forwarded to Accounts Payable and approved for payment.
- Check issued.
- Vendor paid.