# Buying Manual
A Supplement to University Policy 3.25, Procurement of Goods and Services

## Table of Contents

### Introduction and Getting Started

#### General Information
- 100 Authorized Business Expenses
- 101 Legal and Ethical Conduct and Purchases for Employees
- 102 Requirements for Vendor Selection and Order Creation

### Paying for Goods and Services that Do Not Require a Purchase Order
- 200 Introduction to Non-PO Payment Methods
- 201 Eligible for Direct Payment, with Approval of Authorized Unit
- 202 Procurement Card
- 203 Payment by Disbursement Voucher
- 204 Payment Options for Business Travel
- 205 Vendor Setup

### Credit Card Programs
- 300 PCard Introduction
- 301 PCard Eligibility and Dollar Thresholds
- 302 PCard Prohibited Transactions
- 303 PCard Documentation Requirements
- 304 PCard Special Topics
- 305 PCard Procedures (application, dispute/fraud, lost/stolen, rejected, account changes)
- 306 PCard Policy Violations
- 307 PCard Special Considerations for BSC Cardholders
- 308 PCard Responsibilities
- 352 University Paid Travel and Meal Card (Interim)
- 353 Responsibilities for Travel and Meal Card (Interim)

### The Purchase Order Process
- 400 Introduction to Purchase Orders
- 401 Creating a Purchase Order
- 402 Bid Solicitation and Exemptions (sole source)
- 403 e-SHOP
- 404 Cornell Terms and Conditions
- 405 Insurance Requirements
- 407 End Users/Units/BSC Relations
- 408 Sustainable Purchasing
- 409 Contracts

### Purchases with Special Procedures
- 601 Ethyl Alcohol
- 602 Entry Permits USDA
- 603 Isotopes and Radioactive Materials
- 604 Laminar Flow and Fume Hoods
- 605 Narcotics
606 Orders for Lab Animals and Custom Antibodies
607 Respiratory and Hearing Protection
608 Poison Inhalation Hazards
609 Energy Procurement
610 Requisitioning of Signs
611 Recycling and Disposal of Equipment
612 Use of Cornell Name, Logo & Insignia by Units
613 NY State Appropriated Orders
614 Orders Using Sponsored Funds
615 Artwork Loans and Purchases for the Herbert F. Johnson Museum of Art
616 Editors, Indexers, and Designers for Cornell University Press
617 Export Controls
618 Technology Risk Assessment
619 Graphics Procurement
620 Arts and Sciences’ Concert Series and Performances
621 Student and Campus Life’s Entertainment Contracts
622 External Leases
623 Internal Borrowing Guidelines
624 Small and Diverse Business
625 Cornell Sustainable Campus
626 Surplus Program
627 Chartered Buses and Limousines
628 Controlled Substances
629 Needles and Syringes

Purchases with Special Procedures: Paying for Services
700 Paying for Services – Getting Started
701 Performing the Service Provider Evaluation
702 Responsibilities Related to the Payment of Services

Shipping and Receiving Procedures
802 U.S. Customs Clearance / Duty Free Entry
803 Receiving & Inspecting Shipments/Freight Claims
803A FOB Terms and Responsibilities

Invoice Processing Procedures
804 Invoice Payment
805 Freight Bills
806 Capital Equipment

Quick Reference and Forms
900 Forms and Contracts for Services
901 Acronyms
902 Definitions
903 Contacts
904 Index