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
309 University Paid Travel and Meal Card
353 Responsibilities for Travel and Meal Card

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
406 End Users/Units/BSC Relations
407 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