



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

# Buying Tools Introduction

<http://cfaesfinance.osu.edu>

CFAES Business Office, Columbus



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## Buying Goals

- To get the best product for the best value while supporting the University's Goals and utilizing its combined buying power.
- To streamline processes and use the most efficient available buying tool.

1. Use Internal Vendors first
2. Reduce the number of vendors used
3. Utilize University, State and Government contracts
4. Buy American
5. Buy Ohio
6. Buy Local
7. Don't buy from family members or from anyone that could create a potential conflict of interest.



## More on Reducing Vendors

When you need to buy something consider the following:

### 1. Is there a vendor that is already in the system that will meet your needs?

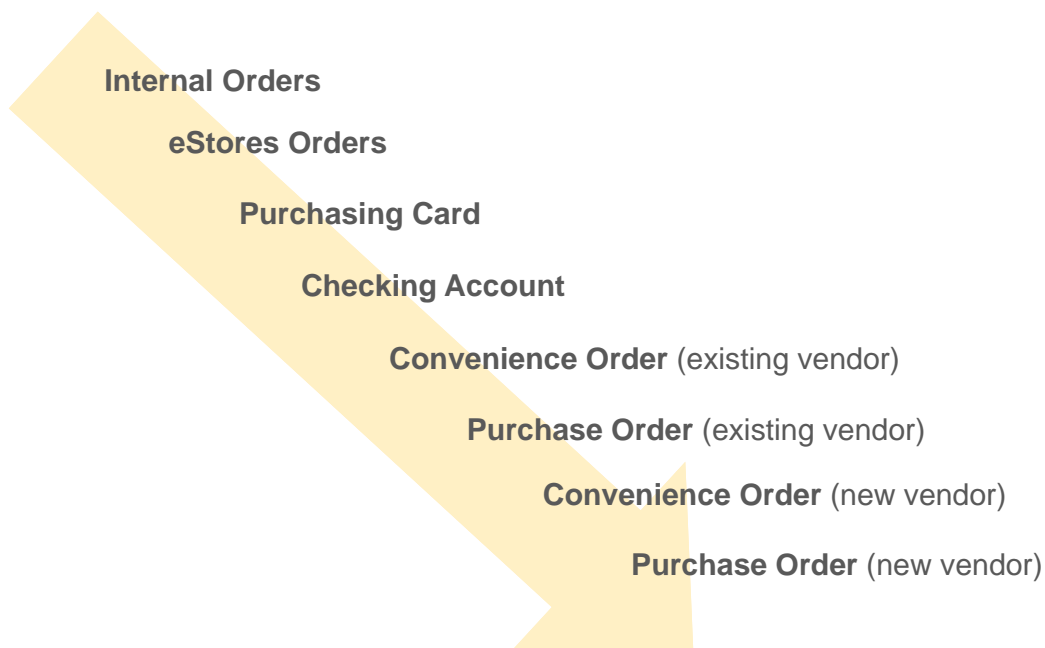
- An Internal Vendor?  
<https://it.osu.edu/assist/sites/default/files/assisterequest/pdf/Internal%20Vendor%20Listing.pdf>
- Someone on eStores? <http://osustores.osu.edu/estores/SupplierList.aspx>
- Someone you have used in the past?
  - Look it up in PeopleSoft - <http://cfaesfinance.osu.edu/training>
  - Contact your Business Office Rep - <http://cfaesfinance.osu.edu/aboutus>

### 2. Is another buying tool allowed that wouldn't require a vendor add?

- Purchasing Card (eRequest-Purchasing Card Preferred)
  - <http://cfaesfinance.osu.edu/training>
- Personal Reimbursement (eRequest-Employee Reimbursement)
- Convenience Order (eRequest-Payment)
  - <http://cfaesfinance.osu.edu/resources>
- Checking Account
  - <http://cfaesfinance.osu.edu/training>



## More on Efficient Buying Tools





## Buying Tools Summary

### Internal Vendors

eRequest – Internal Vendor

University Catering, Wired out, Uni-print, Room Rentals, Parking Passes, Communications and Technology, CIO Services

### eStores and Required Vendors

eRequest – eStores

**Required:** Office Max, GBex for office supplies, Plumbing, UPS for shipping, Uni-Print for copiers

**Other:** Promotional Items, Software, Computers, Electronics, Furniture

### Purchasing Card

eRequest – Purchasing Card Preferred

\$2,500 per transaction limit, \$7,500 per month limit

### Checking Account

\$1,000 per transaction limit. Mostly limited to purchases of goods.

### Convenience Orders

eRequest – Payment, Reimbursement or Refund

**Personal reimbursement for goods purchased**, licenses, inspections, taxes, postage, honoraria, refunds for items purchased from OSU, **memberships in professional organizations**, scholarships, **registration fees**, donations.

### Purchase Order

eRequest – Standard Purchasing Request

PO's MUST be assigned BEFORE the item or service is ordered or received.

The following items MUST be purchased through a PO – unless they can be purchased through an internal order or eStores vendor on one of the other buying tools:

**AIR CONDITIONERS, AIRCRAFT, AUDITOR OR ACCOUNTING SERVICE, VEHICLES, SECURITY SYSTEMS AND SERVICE, BUILDING MAINTENANCE AND REPAIR, PAINTING AND CONTRACTING SERVICES, FIRE SAFETY SUPPLIES AND SERVICE, GAS, LEGAL SERVICES, LETTERHEAD AND MAILING LABELS, COPIERS, OFFICE SPACE RENTAL, WEAPONS AND AMMUNITION, CHEMICALS AND RADIOACTIVE PRODUCTS, RADIO & SATELLITE EQUIPMENT, SIGNAGE, TELEPHONES AND SERVICE, VENDING, VIDEO PRODUCTION**