**Purchasing methods:**

- **Online ordering through Central Stores (Office Depot)**
  Used for ordering office supplies.

- **Payroll Agency Contract (via UC Flex)**
  Used to contract with an agency for a temporary worker chosen by UC and paid via an agency.

- **Personal Services Contract**
  Used to contract for the professional services of an individual.

- **Petty Cash**
  Used for small purchases in some departments.

- **Purchasing Card (P-Card)**
  Used for small dollar purchases via a university issued charge card.

- **Rental, Service or Maintenance Agreement (via UC Flex)**
  Used for fixed monthly or quarterly payments on equipment rental or service.

- **Small Dollar Invoice (via UC Flex)**
  Used for a purchase of $300 or less.

- **Term Contracts via Term Contract Release Order (via UC Flex)**
  Used for high dollar, repetitive supplies, equipment and services.

- **Purchase Order (via UC Flex)**
  Used when none of the above options fit your need. Intended for high-dollar, non-repetitive needs for which the university does not have an existing agreement.

Additionally, UC sources such as the Bookstore, Printing Services, and Copy Center offer internal methods for purchasing goods and services.

**Purchasing Resources:**

- **Forms**
  [www.uc.edu/af/purch_dept/forms.html](http://www.uc.edu/af/purch_dept/forms.html)

- **Purchasing Card Policies and Procedures Manual**
  [www.uc.edu/af/purch_dept/p_card.html](http://www.uc.edu/af/purch_dept/p_card.html)

- **UC Purchasing Web Site**
  [www.uc.edu/af/purch_public/default.html](http://www.uc.edu/af/purch_public/default.html)

- **UC Financial Policies Web site**
  [www.uc.edu/af/policies/](http://www.uc.edu/af/policies/)
If you need...

- **Airfare**
  Contact a university travel agency or the airline directly.**

- **Catering**
  Use a term contract or contact Central Purchasing.*

- **Cell Phone Service**
  Contact UC Mobile (556-6624) or any provider of your choice.

- **Computers**
  Use a term contract or contact Central Purchasing.*

- **Conference Services**
  Contact Kingsgate Conference Hotel (www.uc.edu/kingsgate.com 487-3800) University Conferencing (www.uc.edu/conferencing.com 558-1810), or contact Central Purchasing buyer.

- **Copier Service Renewal**
  Use a term contract release order or purchase requisition.

- **Cubicle Name Sign/Department Sign**
  Contact the UC Sign Shop (556-4639).

- **Dues and Subscriptions**
  Use a purchase requisition or P Card.

- **Hotel Reservations**
  Contact a university travel agency or the hotel directly. For on campus lodging, contact Kingsgate Conference Hotel (487-3800).

- **ID Badges and Keys**
  Contact Public Safety (556-4900).

- **Office Supplies/Copy Paper**
  Order online through Central Stores (556-5659).

- **Printing or Duplicating**
  Contact UC Printing and Duplicating Services (www.uc.edu/printingservices.com 556-5042); Use a term contract or contact Central Purchasing.*

- **Promotional Items**
  Use a term contract or contact Central Purchasing.*

- **Scientific Supplies**
  Use a term contract or contact Central Purchasing.*

- **Temporary Services**
  Use a personal services contract, a temporary agency contract or a payroll agency contract or contact Central Purchasing.

- **Uniforms (Purchase and Rental)**
  Use a term contract or contact Central Purchasing.*

* Check term contract vendors by searching this link: www.uc.edu/af/purch_dept/contracts.html or contact the appropriate buyer

** See UC financial policies for additional information

Then:

Who to contact:

- **Computers, paper products, printing forms, recreational equipment, X-ray equipment and supplies, photographic and engineering supplies and equipment**
  David S. Key 556-2362
  Fax: 556-5262

- **Housekeeping equipment, ads and promotional items, dues, publications, grants, groundskeeping equipment, food, catering and dining services, uniforms and clothing, and vehicles**
  Peggy Chukwudolue 556-2363
  Fax: 556-5262

- **Construction, maintenance, repairs and operations (MRO), landscaping, fuels, moving, temporary unskilled labor, insurance**
  Zondra Hall 556-2364
  Fax: 556-5262

- **Audio visual equipment, office furniture and supplies, lab and medical supplies and equipment, carpeting, temporary office help, temporary payroll services, telecommunications, consultants, athletic agreements, drugs and pharmaceuticals**
  Cheryl A. Smith 556-2366
  Fax: 556-5262

- **Purchasing Card (P-Card) Program Administrator**
  Chad Anton 556-2388
  Fax: 556-5262

- **Reimbursements**
  Accounts Payable 556-6746
  ML 0333 Fax: 556-3000

- **Invoices**
  Accounts Payable 556-6772
  ML 0333 Fax: 556-2250

- **Petty Cash and Small Dollar Invoices**
  Accounts Payable 556-6773
  ML 0333