

## Quick Reference Guide Preferred Purchasing Methods

**Purchase Order** - University Purchase Orders (POs) can be created in BuySite, the University's electronic purchasing application. BuySite allows departments to make purchases from University authorized suppliers.

**GEMS Card** - The University's corporate credit card that works in conjunction with the web based expense management system. The card provides faculty and staff with a convenient method of procuring and paying for travel expenditures and small dollar purchases.

**Check Request** - The University uses the ePayment online application to issue Non-Purchase Order payments to suppliers for a select group of expense types that are not well suited for purchase orders or credit card payments.

Preferred Purchasing method is listed with a "P" acceptable alternative methods are listed with an "X"

Good or Services	PO	GEMS	Check Request	Notes
Advertising	P	X		Refer to Policy 1013 for guidance on accounting for Advertising
Animals	P			
Apparel (lab coats/uniforms)	P			
Athletic Goods and Services	P			
Audio Visual	P			
Awards and Prizes (Cash Equivalent)			P	Not allowed for employees
Books / Subscriptions	X	P		
Business Meals		P		Includes Grocery Purchases for an event
Capital Equipment Purchases	P			Refer to Policy 1004.1 for capital equipment accounting guidance
Catering	X	P		
Construction / Renovation / Operations				Contact Facilities Services
Consultants / Professional Services	P			
Donations			P	Refer to Policy 1206 regarding gifts to Not-for-Profit organizations
Events and Entertainment				Refer to "Guidelines for Hotel and Event Agreements" on the Financial Services website
Hotel Room Block/Facility Rental		P		
Tents / Staging / Lighting	P			
Sporting Event		P		
Food and Beverage Services	X	P		
Furniture	P	P		Per State of Illinois, all new/reupholstered furniture purchases must comply with Fire Resistive Rating Policy, following instructions of Procedure 13.31. Forward a copy of the Fire Resistive Rating Policy to the Supplier prior to releasing your purchase order.
Gifts (Non-Cash)			P	Refer to Policy 1206 regarding gifts to Not-for-Profit organizations; refer to Policy 1211 regarding gifts to employees
Honoraria			P	Refer to the Honorarium Payments section of the Financial Services website for guidance
Human Resources				
Benefits (Medical / Dental)				Contact Human Resources
Employment Agency / Training Firms	P	X		
Executive Recruitment	P			Refer to Human Resources Talent Acquisition website
Background Checks				HR coordinates centrally using General Information Services, Inc. (GSI)

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Good or Services	PO	GEMS	Check Request	Notes
Human Test Subjects			P	Refer to the Human/Research Subjects website for guidance
Information Technology				If not available through BuySite, contact PPS (pps@uchicago.edu) for more information
Computers/Peripherals/Software	P			
Maintenance/Support	P			
Industrial Supplies	P			
Lab Supplies	P			
Legal Fees	P			Refer to Policy 1215 regarding Retention of Outside Legal Counsel
Mail Service	P			
Office Machines				Contact IT Services Support @ 4-TECH (773-834-8324) or support@uchicago.edu
Office Supplies	P	X		
Printing	P	X		
Professional Development				Refer to Policy 1209 regarding Membership Fees and Dues
License Fees		P	X	
Conference Fees		P	X	
Membership Fees		P	X	
Promotional/Logo Items	P			
Relocation Expenses				Refer to guidance on the Payroll website regarding Moving Expenses
Non-Employee	P	X		
Employee				Contact Payroll
Rent/Lease Payments			P	Refer to Policy 1213 regarding the leasing of real estate
Repairs (Service/Maintenance)	P	X		
Royalties			P	
Scholarships / Fellowships / Stipends			P	
Security / Alarms / Access Control	P			
Speakers / Honorariums			P	
Taxes			P	
Telecommunications				Contact IT Services
Analog / VOIP				
Wireless Phones & Service Providers				
Transportation				
Car Share		P		Refer to "UChicago Discount Program" on the Financial Services website
Charters / Shuttles	P	X		
Parking / Tolls		P		
Taxicabs / Limousines / Livery	X	P		Refer to "Livery Rate Sheet "on the" UChicago Discount Program" section of the Financial Services website
Travel				
Airfare / Car Rental / Lodging		P		Refer to "UChicago Discount Program" on the Financial Services website
Individual Travel Meals		P		
Passport and Visa Services		P		
Travel Agency		P		
Utilities	X	X	P	