

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
- 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
- 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](#)
- [630 Human Research Participant Payments](#)

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](#)