

Quick Reference Card – Preferred Purchasing Methods – American University

Below are preferred methods for purchasing or requesting goods and services, based on current commodity codes. Emergency goods or services may be purchased using the Corporate Card as allowable in the PCD policies and within each users applicable limits. All purchases > \$10,000 must be competitively bid UNLESS using a strategic vendor under a current Master Agreement. T&E Form should only be used for Students and Employees. All service providers on campus are required to be under contract. **Please contact PCD for further clarification.** All contracts must be reviewed and signed by PCD.

Preferred purchasing method is shaded. Acceptable methods are marked with an “X”

Goods or services	Contract Required	Online Purchase Requisition	Corporate Card	T&E Form	Note
Appliances – lab / office		X	X		
Audio Visual Equipment		X	X		Use Sony or B&H Photo. Contact PCD Buyer.
Books, journals, subscriptions		X	X		Library subscriptions require a contract.
Bus Rentals	X	X	X		
Catering for meetings	X	X	X		
On campus catering		X	X		Use Aramark (Avenues Catering) in MGC and East Campus.
Capital purchases	X	X			
Chemicals		X			VWR and Fischer Scientific are two preferred vendors. Blanket PO's are preferred if \$10,000 and over per year.
Clinical scientific services: Equipment & supplies for clinical trials, clinical contract labor, consulting, data services		X	X		Consulting and contract labor should use Master AU contracts.
Coffee Services	X	X	X		Corporate Card for coffee supplies only.
Computer - Standard configuration					Contact departmental specific budget officer
Computer – Customized configuration		X			Consult with budget officer. Send computer specification to PCD. Allow 4 weeks for delivery.
Computer - Software	X	X	X		Contact PCD for all software purchases.
Computer - Peripherals		X	X		
Conference registration fees			X	X	
Consulting and independent contractors	X	X			Contact PCD for contractual vehicles.
Copiers	X	X			Contact PCD buyer.
Copier Maintenance	X	X	X		Contact PCD buyer
Dues & Memberships		X	X	X	
Entertainment/Event services and related rentals	X	X	X		
Environmental & waste disposal services	X	X			
Facilities-					Contact 2Fix@American.edu
Mechanical, electrical, carpentry, painting, housekeeping, hazardous materials, cleaning supplies, small tools, safety supplies		X	X	X	Contact 2Fix@American.edu

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Gifts, Incentives and awards					Policy pending.
Ground transportation (Zip car, taxi, car rentals)			X	X	Use Corporate Card. See T&E Policy. For Bus rental see above.
Hotels – including group meeting expenses (meals, supplies)		X	X	X	Groups contact PCD.
Interpreting- Transcription or sign language	X	X	X		
IT hardware (other than desktop computers) & servers		X			
Lab supplies; medical equipment & supplies; cylinder gases	X	X	X		E-procurement with VWR and Fischer available. Use a contract for leases or consultants.
Office furniture		X	X		
Office supplies & equipment					Use WB Mason.
Printing					
Banners, signs, nameplates, name badges		X	X		
Duplicating and copying services		X	X		
Photographic services		X	X		
Printing Services		X	X		
Promotional and logo items not for resale		X	X		Use preferred vendors. Contact UCM for logo approval.
Scientific consultants, lab, & scientific services	X	X			
Shipping materials and packaging		X	X		Use WB Mason.
Shipping services (e.g. Fed Ex, UPS)					Contact mailroom services for main campus, WCL mailroom for WCL or the shipping service directly
Speakers					Use Speaker Agreement
Honorariums					Paid through Disbursement Request
Telecommunications equipment & service:					
Video & teleconferencing equipment		X	X		
Leases and installation	X	X			
Cellular phones, service plans, accessories		X	X		Group billings use blanket PO.
Equipment		X	X		
Training / course fees		X	X	X	For multiple training requirements or group, please contact PCD.
Travel / business entertainment:					
Transportation, lodging, rental cars, meals, and all other business entertainment and travel expenses		X	X		Use World Travel.
Water – bottled		X	X		
Water – In-line Filtration	X	X			Use Quench through PCD. Lease Contract.

If you have questions, please contact PCD at 202-885-2842 or email at pcd@american.edu