



## ***WELCOME***

**Hi there! We are excited to share with you one of the tools that our procurement design team has created to make the purchasing process at UNC more clear and simple. The following page represents a decision tree that will help you know which purchasing method (e.g., ePro, P-card, PO, campus voucher) is most appropriate for each purchase you make.**

### ***HOW TO USE THIS TOOL***

1. If you are purchasing a commodity start on page 2, if you are purchasing a service start on page 3.
2. Locate the "START HERE" at the top of the page.
3. Answer the first question and follow the line with your answer.
4. Respond to the question in the next box and repeat the process of following the line that corresponds to your answer. When you reach one of the light blue boxes that tells you what the recommended purchasing method is you have completed the selection process.

**NOTE:** For some questions, it will require additional information to answer (e.g., what items should be purchased on a campus voucher). This is noted by a purple numbered circle and please find the corresponding additional detail listed at the bottom of the page with the matching number.

# Procurement method selection – Commodities

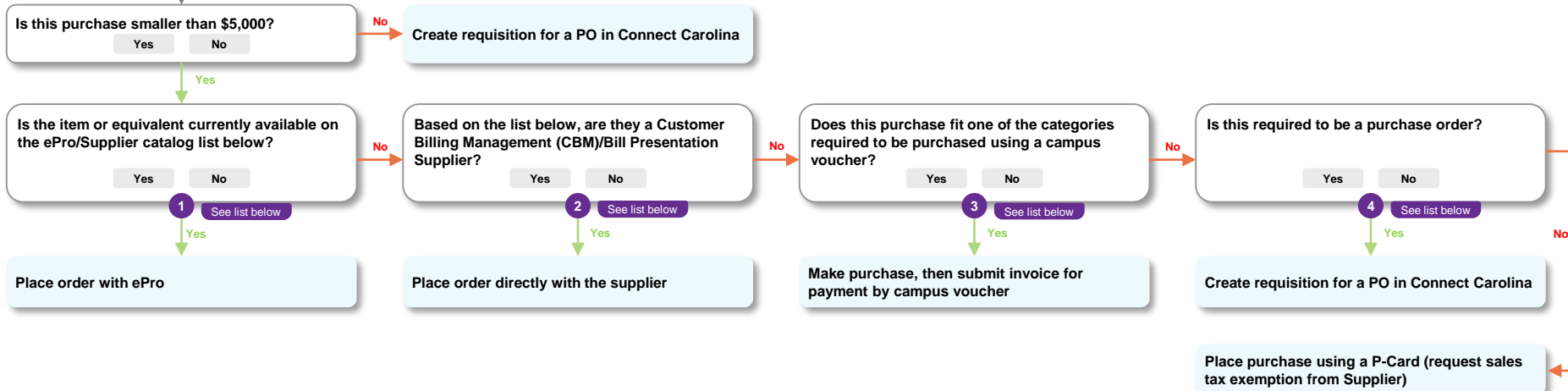


**START HERE**

Before using this decision tree, please confirm that you are purchasing a commodity (e.g., office supplies, meals for meetings, paint, software, gift cards).

If you are purchasing a service, use page 3, and if you are purchasing travel, please reference the travel website.

Stop when you reach a blue box, then take that purchasing action



## ADDITIONAL DETAILS

### 1 ePro/Supplier catalog list

- Office Supplies**
- Staples Business Advantage
  - Store Office

### Lab and Scientific Supplies

- ARC3
- Agilent
- Airgas/National Welders
- Bio-Rad life Science
- Fisher Scientific On Campus
- Genesee Scientific
- Life Technologies
- Perkin Elmer
- Qiagen
- Roche
- Sigma-Aldrich
- VWR

### Amazon Business

### Maintenance Supplies

- Applied Industrial Tech
- Fastenal
- Grainger
- Graybar
- MSC Industrial Supply
- Mayer Electric

### Computer Hardware/Software

- Apple Computers
- CDW-G
- Dell
- ITS Software Acquisitions (See ePro website)
- Lenovo-CCI

### 2 CBM/Bill Presentation Supplier list

- Carolina Dining
- Carolina Inn
- Computer Repair Service
- Enterprise Vehicle Rental
- Environment, Health, & Safety
- Friday Center
- Rizzo Center
- Student Stores
- UNC Police and Transportation & Parking
- [See full list...](#)

### 3 Items required to be purchased on a campus voucher

- Rent/Lease (excluding reservation deposits which require a PO)
- Unqualified scholarships, traineeships, and fellowships (confirm treatment on case-by-case basis with MOU business office)
- Student and non-student awards
- Health insurance reimbursement
- Non-employee non-student individual travel reimbursement
- Cash advance (including gift cards)
- Royalties
- Study subject payments or stipends
- Independent contractors once approved (e.g., consultant fees, honorariums, instructional services, non-instructional services)
- Professional services (e.g., legal fees, accounting/ audit fees, medical fees)
- Other Suppliers that do not accept P-Cards

### 4 Items required to be purchased on a purchase order

- Suppliers that only accept Purchase Orders
- Software licenses (not available on ePro)
- Purchases where deposit is required (e.g., check with order)
- Contract/Terms & Agreements need to be signed, regardless of amount

# Procurement method selection – Services

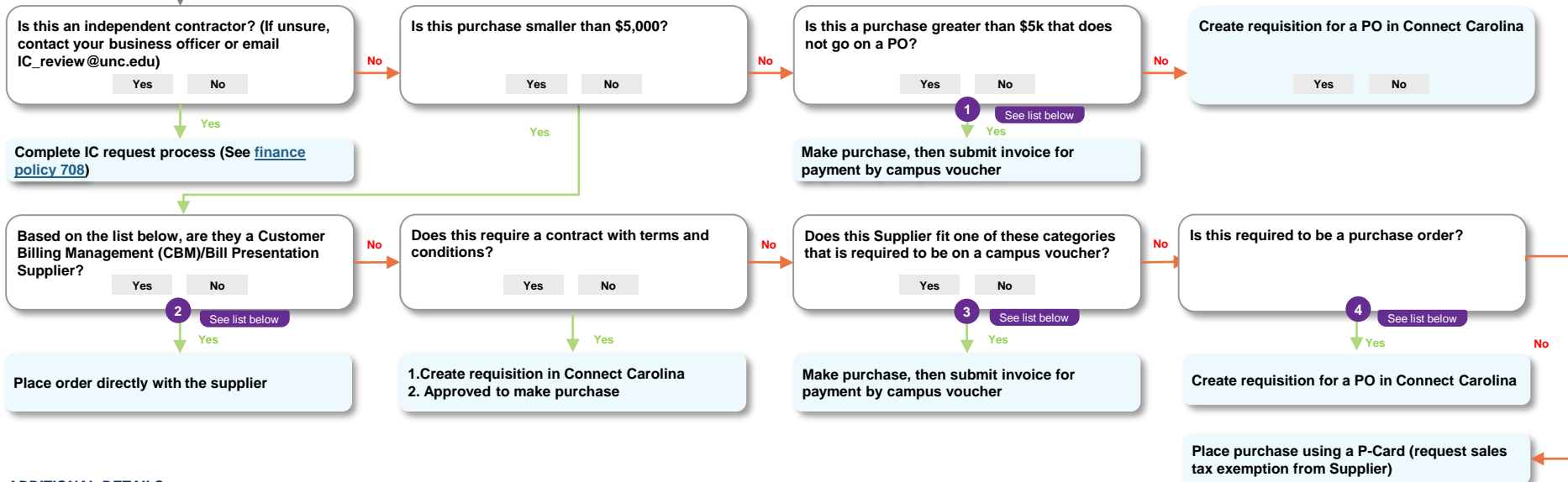


**START HERE**

Before using this decision tree, please confirm that you are purchasing a service (e.g., legal fees, accounting fees, car wash, honorariums, stipends).

If you are purchasing a commodities, use page 2, and if you are purchasing travel, please reference the travel website.

Stop when you reach a blue box, then take that purchasing action



## ADDITIONAL DETAILS

### 1 Greater than \$5k PO exceptions

- Accounting fees
- Advertising fees
- Legal fees

### 2 CBM/Bill Presentation Supplier list

- Carolina Dining
- Carolina Inn
- Computer Repair Service
- Enterprise Vehicle Rental
- Environment, Health, & Safety
- Friday Center
- Rizzo Center
- Student Stores
- UNC Police and Transportation & Parking
- [See full list...](#)

### 3 Items required to be purchased on a campus voucher

- Rent/Lease (excluding reservation deposits which require a PO)
- Unqualified scholarships, traineeships, and fellowships (confirm treatment on case-by-case basis with MOU business office)
- Student and non-student awards
- Health insurance reimbursement
- Non-employee non-student individual travel reimbursement
- Cash advance (including gift cards)
- Royalties
- Study subject payments or stipends
- Independent contractors once approved (e.g., consultant fees, honorariums, instructional services, non-instructional services)
- Professional services (e.g., legal fees, accounting/ audit fees, medical fees)
- Other Suppliers that do not accept P-Cards

### 4 Items required to be purchased on a purchase order

- Suppliers that only accept Purchase Orders
- Software licenses (not available on ePro)
- Purchases where deposit is required (e.g., check with order)
- Contract/Terms & Agreements need to be signed, regardless of amount