

# Procurement & Distribution Services How to Buy Guide

## In this How to Buy Guide:

- Quick Tips
- Payment Method Definitions
- How to Buy Matrix
- Quick Summary of Bidding Rules, Forms, & Exemptions
- Payment Terms
- Contacts
- Important Links

## Quick Tips:

- **Bookmark the link to this guide and do not download it. We will continually update the list.**
- Refer to the appropriate policies before making purchases. Policies can be found at [case.edu/compliance](http://case.edu/compliance).
- The “How to Buy Matrix” and “Quick Summary of Bidding Rules, Forms, & Exemptions” guides on the following pages are meant to be quick reference resources for purchasers across the university.
- List of delegated signatories [click here](#). Questions regarding contracts, email Procurement at [contracts@case.edu](mailto:contracts@case.edu) or the Office of General Counsel at [generalcounsel@case.edu](mailto:generalcounsel@case.edu)
- If you are a Pcardholder, purchases made on our central Amazon Business account (email [pcard@case.edu](mailto:pcard@case.edu) to ensure you are using the correct account), will go through an approval workflow prior to the order being shipped. This approval workflow on the account will act as the exemption for purchases made on Amazon Business if in conflict with this How to Buy matrix.
- How to Purchase Software and Subscriptions training guide for more information. [Link here](#)

## Payment Method Definitions:

- **Requisition** - a request to purchase goods, services, etc. routed in PeoplesSoft
- **Payment Request** - a request to purchase goods, services, etc. routed in PeoplesSoft. Payment Requests are not reimbursements to employees. Reimbursements to employees are governed by the Travel and Expense policy. Please refer to the Travel and Expense policy before making purchases with personal funds.
- **SmartCART** - the platform in PeoplesSoft to allow the requisitioners to request to purchase goods, services, etc from a supplier’s website or using a supplier fix pricelist.
- **Procurement Card Types:**
  - **PCard** - A Procurement Card used for small- dollar goods and services, issued to an individual.
  - **DCard** - A Procurement Card used for food and beverage needs (under \$500), issued to a department custodian.
  - **T&E Card** - A travel and entertainment card, administered by the Travel office. Please email [travel@case.edu](mailto:travel@case.edu) for more information.
  - **Wex Fuel Card** - The fuel card assigned to a CWRU fleet vehicle (excludes shuttle buses).
  - **Enterprise Maintenance Card** - The maintenance card assigned to a CWRU fleet vehicle (excludes shuttle buses).
  - **CDEP Cards** - Agency fund cards. CDEP cards are not addressed in this document. Contact Student Affairs for more information on CDEP Cards.

## Procurement & Distribution Services How to Buy Guide

### How to Buy Matrix:

This matrix meant to be a purchasing guide for how to buy the most popular categories of spend and is not an all-inclusive list. A blank space in the matrix means the payment method is not permitted for the specified expense category. If a unique situation arises and you would like an exemption review, contact [pcard@case.edu](mailto:pcard@case.edu) if using a PCard or contact Procurement at 216-368-2560 or email us at [customercareteam-pds@case.edu](mailto:customercareteam-pds@case.edu).

Expense Category	Payment Method			
	Procurement Card	SmartCART	Requisition	Payment Request
After-the-fact (AFT) invoice payments. AFT invoices should be avoided as they are against procurement policy. AFT payment terms may be adjusted to net 120.			Yes	
Alcohol, travel & entertainment related	T&E Card			
Alcohol, non-travel & entertainment related			Yes	Yes
Alcohol, gifts	Requires Office of General Counsel approval.			
Alcohol, Ethanol		Use vendor: VWR		
Amazon Business Purchases - All Amazon Business purchases must be made through the university's consolidated Amazon Business Account using a PCard	PCard			
Amazon Business Prime or Amazon Prime Memberships	The university has a no charge prime membership on its central Amazon Business Prime account accessible to PCardholders			
Animals, IACUC approval required			Yes	
Animals, IACUC approval NOT required	Yes		Yes	
Automatic Payments/Renewals			Yes	Yes
Books	Must be purchased through the Barnes & Noble Bookstore. In rare instances, books may be purchased from other source. Contact Procurement for further support			
Capital equipment			Yes	
CIP Projects	PCard, Dard	Yes	Yes	Yes
Cash advances				Yes
Cell phone, Cellular Service, Mobile Communication Device	Requires to be purchased through Utech in accordance with the appropriate polices.			
Chemicals, unregulated/regulated/research		Yes	Yes	
Computers, Tablets, and Electronics		Yes	Yes	
Conference registration	PCard, T&E Card		Yes	Yes
Consultants			Yes	
Controlled substances / Narcotics			Yes	
Copier supplies (bulk)		Yes	Yes	Yes
Courier Services (Ex. Bonnie Speed)	PCard		Yes	
Donations			Yes	
Drugs, Controlled substances / Narcotics			Yes	
Drugs, Over-the-counter (OTC)			Yes	
Drugs, Prescription			Yes	
Fees established by the US Government under \$1000 (example visa fees)	Yes		Yes	
Fleet vehicle maintenance or repair	Enterprise Maint. Card			

## Procurement & Distribution Services How to Buy Guide

Expense Category	Payment Method			
	Procurement Card	SmartCART	Requisition	Payment Request
Food/Beverage over \$500			Yes	
Food/Beverage under \$500, brought back to campus	DCard	Yes	Yes	Yes
Food/Beverage under \$500, travel & entertainment.	T&E Card			
Disposable plates, cups, napkins, and other food/beverage related supplies	PCard or DCard			
Food Trucks			Yes	
Furniture		Yes	Yes	
Gas cylinders		Yes	Yes	
Gasoline - related to T&E	T&E Card			Yes
Gasoline - for CWRU fleet vehicle	Wex Fuel Card			Yes
Gift cards/Gift certificates		Yes	Yes	
Gifts & Awards over \$75	May not be permitted. Refer to the gift related policies			
Gifts & Awards, Individuals and Personal Life Events	May not be permitted. Refer to the gift related policies.			
Gifts & Awards, Alcohol	May not be permitted. Requires Office of General Counsel approval.			
Hazardous materials		Yes	Yes	
Honorariums (US Citizen or Permanent US Residents) Requires Honorarium Form completed with Payment request				Yes + Honorarium Form
Honorariums (Foreign Nationals) Requires Honorarium Form completed with Payment request			Yes + Honorarium Form	
Independent contractors			Yes	
Internet (home) - considered a personal expense non-reimbursable. Contact HR for questions.				
Leases/Rentals			Yes	
Memberships & Dues (excludes subscriptions and software)	PCard		Yes	
Office supplies		Yes	Yes	Yes
On-Campus purchases (Bookstore, Fed-Ex at Thwing)	Charges are journalled to the department's speedtype			
Over-the-counter (OTC) drugs			Yes	
Personal purchases - Personal expense.	Non-reimbursable. Contact HR for questions.			
Prescription drugs			Yes	
Printing		Yes	Yes	Yes
Promotional items		Yes	Yes	
Radioactive materials		Yes	Yes	
Registrations	Yes		Yes	
Services, any kind			Yes	
Services,(1) under \$1,000 AND (2) do not require a contract (Both conditions must be met)	PCard		Yes	
Shipping & Handling			Yes	
SmartCART vendor purchases		Yes	Yes	
Software*		Yes	Yes	
Store memberships (Costco, BJ's, Sam's Club)			Yes	
Subcontracts, sponsored projects			Yes	
Subscriptions or recurring fees*			Yes	
Temporary employment services			Yes	
Travel	T&E Card		Yes	Yes
Web subscriptions*			Yes	

\*Refer to the How to Purchase Software and Subscriptions training guide for more information.

<https://case.edu/procurement/purchasing/policies-and-training-resources>

# Procurement & Distribution Services How to Buy Guide

## Quick Summary of Bidding Rules, Forms, & Exemptions

This is a quick summary of the PDS Procurement Policy and not considered an all inclusive list of information. Refer the full policy for more information. ([click here](#))

Purchases with an aggregate value <\$10,000 require one quote. Purchases with an aggregate value \$10,000 - \$50,000 require two quotes. Purchases with an aggregate value >\$50,000 require three quotes. Purchases with an aggregate value over \$10,000 that are not bid, do require the use of a Single /Sole Source Justification (SSJ) form ([click here](#)) to express cost reasonableness and why bidding was not performed. Users are responsible for obtaining these bids, and should ensure the bids are based on a clear and accurate description of the technical requirements for the material, product or service to be procured. Such a description should not contain features that unnecessarily restrict competition. Some purchases require a Professional Services Bid Exemption form ([click here](#)) in lieu of the SSJ Form (refer to the tables below).

### Bidding & SSJ Exemptions Tables

Aggregate purchase amount:	\$10,000,- \$50,000	Over \$50,000
Advertisements	These categories do not require a SSJ or multiple bids attached to the requisition as these categories are (1) controlled by a bid process within the UGEN departments (example: Construction and preferred vendors), (2) the nature of the spend is unbiddable (example, US Mail), or (3) the category is controlled by other approval processes (example . Attaching the quote is required. Attaching cost reasonableness is highly encouraged.	
Affiliates		
Autopsies/Funerals		
Construction		
Employee Benefits Vendors		
Government Imposed Fees/Fines/Taxes		
Honorarium (Gifts)		
Insurance Premiums		
Memberships & Dues		
Postage (Us Mail Only)		
Preferred Vendors: Legacy Staffing, Kelly Services, SmartCART Vendors (excluding equipment >\$10,000), Vendors deem preferred by Auxiliary Services		
Registrations		
Royalties		
Subawards (requires sub-award approval forms)		
Subscriptions (excludes software)		
Utilities		

Aggregate purchase amount:	\$10,000,- \$50,000	Over \$50,000
Architectural Services	These categories do not require a SSJ or bids attached to the requisition for aggregate purchases below \$50,000, but attaching a SSJ, bids, or cost reasonableness is highly encouraged.	3 bids are required for aggregate purchases of over \$50,000. If bidding is not carried out, a Professional Services Bid Exemptions form is required and takes place of the SSJ form.
Consulting Agreements (includes Independent Contractors, Presenters, and Artists)		
Creative Design		
Legal Services		
Financial & Accounting Services		
Engineering Services		
Feasibility Studies		
Engineering Services		
Spend is using a research or sponsored project speedtype. (prefix RES, SPC, OSA, TRN). Or if the university is a pass-through for government fund expenditures related to research or other community outreach program. All federally sponsored grants and contracts require some form of written competitive bid or an acceptable Single/Sole Source Justification Form if bidding is to be waived.	This type of spend does not require a SSJ or bids attached to the requisition for aggregate purchases below \$50,000, but attaching a SSJ, bids, or cost reasonableness is highly encouraged.	This type of spend does require 3 bids for aggregate purchases over \$50,000. If the lowest bid is not selected or bidding is not possible, an explanation of cost reasonableness is required using the SSJ. The Bid Exemption form is not used for this type of spend regardless of category type.

## Procurement & Distribution Services How to Buy Guide

### Payment Terms:

- Net 45 – Standard (accepting check or ACH)
- Net 30 – Vendors accepting AMEX VPay (Virtual Card) or AMEX BIP (ACH)
- Net 10 – Certified small and diverse business
- Net 120 – When work or an order is verbally authorized

### **How to submit invoices**

Email [invoices-pds@case.edu](mailto:invoices-pds@case.edu). Do not send payment questions to this address. Format is PDF and only 1 invoice per PDF file. Invoices must include the vendor name, PO#, remit address, invoice date, and invoice amount. Invoices failing to include the PO# may be discarded.

### **How to ask AP a question.**

Email [acctpay@case.edu](mailto:acctpay@case.edu). Do not send invoices to this address. Include the vendor number, PO number, and invoice number when emailing accounts payable.

# Procurement & Distribution Services How to Buy Guide

## Contacts:

A full list of department members can be found on our website. When possible, we encourage you to use our shared email boxes and central phone number to ensure the fastest turnaround time on your inquiry.

<https://case.edu/procurement/about-us/staff-directory>

## **Procurement & Distribution Services Customer Service**

- Vendor setups/changes, tax exemptions, first point of contact in PDS if you aren't sure where to start
- TIP – please include the vendor number, requisition, or purchase order number in your inquiries
- 216.368.2560
- [customercareteam-pds@case.edu](mailto:customercareteam-pds@case.edu)

## **Accounts Payable**

- [acctpay@case.edu](mailto:acctpay@case.edu) – payment inquiries only, no invoices are accepted at this email
- [invoices-pds@case.edu](mailto:invoices-pds@case.edu) – invoices only

## **SmartCART**

- Contact for changes in ship-to addresses or help with SmartCART or purchasing systems
- [smartcart@case.edu](mailto:smartcart@case.edu)
- [poclose@case.edu](mailto:poclose@case.edu) – use this email to close PO's and requisitions

## **Procurement Cards**

- Procurement card needs, setup payment methods, access to central Amazon Business account
- TIP – include the cardholder name in your inquiry
- [Pcard@case.edu](mailto:Pcard@case.edu)

## **Procurement**

- Requisition status, procurement policies and procedures, supplier selection, RFP, negotiations,
- TIP – include the purchase order number or requisition number in your inquiry
- Contact [customercareteam-pds@case.edu](mailto:customercareteam-pds@case.edu) or contact the buyer listed in the approval steps on the requisition

## **Procurement Contracts**

- Contract review and signature, negotiation, contract status.
- [Contracts@case.edu](mailto:Contracts@case.edu)

## **University Movers**

- Email [Movers@case.edu](mailto:Movers@case.edu) with the details related to your moving needs including date(s), contact person, the contact person's phone number, address(s) related to the move, the department's speedtype, and a description of your moving needs.

## **Mailroom & Dock**

- 216-368-2565
- [mailroom@case.edu](mailto:mailroom@case.edu)

# Procurement & Distribution Services How to Buy Guide

## Links found in this document:

Forms (Bid Exemption Form, Honorarium Form, Single/Sole Source Justification Form)

<https://case.edu/procurement/purchasing/forms>

These items below can be found at this link: <https://case.edu/procurement/purchasing/policies-and-training-resources>

- Procurement & Distribution Services How to Buy Guide
- How to Buy Software & Subscriptions
- Procurement Policies
- Procurement Training:

Delegated Signatory List: <https://case.edu/generalcounsel/faqs>

Staff Directory: <https://case.edu/procurement/about-us/staff-directory>

# Procurement & Distribution Services How to Buy Guide

## Revision History

### December 2024

- Moved from the header to the first page. Added additional clarifying instructions.
- Consolidated the PCard and Other Card Types columns into on Procurement Card column
- Category changes:
  - Amazon Business and Amazon purchases – Added
  - Amazon Business Prime and Amazon Prime – Added
  - Animals – split the designation between IACUC approvals and non-approvals.
  - CIP projects – expanded payment options
  - Computers, Tablets, and Electronics – Added Tablets
  - Courier Services (Ex. Bonnie Speed) – Added
  - Books – Added
  - Cell Phones – updated language
  - Gifts & Awards, Individuals and Personal Life Event – Added
  - Gifts & Awards, Alcohol - Added
  - Honorariums – split payment types by Honorarium’s status
- Added the Quick Summary of Bidding Rules & Exemptions tables, links, contacts, payment terms,