

# 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](https://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. [click 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 PeopleSoft 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 CDEPCards.

## 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                                                                                                                                       |                 |             |                 |

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| 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)<br>Requires Honorarium Form completed with Payment request |                                                                    |           |                          | Yes +<br>Honorarium Form |
| Honorariums (Foreign Nationals)<br>Requires Honorarium Form completed with Payment request                    |                                                                    |           | Yes +<br>Honorarium Form |                          |
| Independent contractors                                                                                       |                                                                    |           | Yes                      |                          |
| Internet (home) - considered a personal expense non-reimbursable. Contact HR for questions.                   |                                                                    |           |                          |                          |
| Leases/Rentals                                                                                                |                                                                    |           | Yes                      |                          |
| Memberships & Dues<br>(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                      |                          |
| Tickets                                                                                                       |                                                                    |           | 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>

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### 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).

The **Price Analysis and Reasonableness Form** is required for all procurement actions at or above the **Simplified Acquisition Threshold** (\$250,000) as mandated by **2 C.F.R. § 200.324**. This form ensures compliance with **federal procurement regulations** by documenting the basis for determining that a price is fair and reasonable. The **fully completed** and **executed** form, along with any supporting documentation, must be attached to the **PeopleSoft requisition** to demonstrate that the procurement process was conducted fairly and competitively ([click here](#)).

#### **Bidding & SSJ Exemptions Tables**

| Aggregate purchase amount:                                                                                                                          | \$10,000,- \$49,999                                                                                                                                                                                                                                                                                                                                                                                                                     | \$50,000 and over |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 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. 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                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |

| 12 Month aggregate purchase amount:                                               | \$10,000,- \$49,999                                                                                                                                                                       | \$50,000 and over                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 12 month aggregate purchases of \$50,000 and over. If bidding is not carried out, a Professional Services Bid Exemptions form establishing cost reasonableness is required and takes place of the SSJ form. If agreement is multiyear and no bidding is carried out, an SSJ is needed. |
| Consulting Agreements (includes Independent Contractors, Presenters, and Artists) |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |
| Creative Design                                                                   |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |
| Legal Services                                                                    |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |
| Financial & Accounting Services                                                   |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |
| Engineering Services                                                              |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |
| Feasibility Studies                                                               |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |
| Engineering Services                                                              |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |

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### 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>

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 one 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,