How to purchase

The Methods:

1. Campus central storerooms - Call 919-966-5671 or go online to https://finance.unc.edu/procurement/logistics/logistics-stores for resupply items and scientific supplies.

2. P-Card— A departmental VISA card for small purchases of immediate need.

3. ePro - Select vendors have items available through vendor catalogs in the financial system allowing seamless purchasing for small orders.

4. Requisitions (in ConnectCarolina) - Allow a user to prepare a requisition and submit it for approval to the purchasing system. Based on the requisition, a purchasing agent will prepare a purchase order or appropriate bid documents for action.

How To: Buy Goods

Procurement Services
104 Airport Drive
CB# 1100
Chapel Hill, NC 27599

finance.unc.edu/procurement

Purchasing Services contracts on behalf of the University for all supplies, materials and services, and is directly managed by the Director of Procurement Services. Materials include: dental and medical supplies, radioactive isotopes, enzymes, computer hardware/software, furniture, reupholstering, musical instruments and storeroom stock. Additionally, Purchasing Services supervises the P-Card (purchasing card) and small order programs.

Examples of some goods:
- Audio/visual equipment
- Chemicals
- Clothing
- Computers and parts
- Scientific equipment

More guidelines

Purchasing Services operates under the State of North Carolina rules and guidelines. The State has authorized Purchasing Services to approve purchases of up to $250,000 - purchases over that amount must be approved by the State of North Carolina Purchase & Contract Division of the Department of Administration.

The rules generally cover a dollar value threshold:
- $0.01 to $5,000: Purchases can be made directly from a University Store Room, or a vendor using a Campus Voucher, ePro or a requisition.
- $5,000 to $25,000: There must be a requisition based on three informal bids.
- $25,000 to $250,000: There must be a requisition with a bid posted to State IPS website for formal competition.
- Over $500,000: There must be a requisition with a bid posted for formal competition, which is coordinated with the State Purchase & Contract office for award.

Remember ONLY Purchasing Services is authorized to create Purchase Orders. Departments submit requisitions. Purchase Orders are a legal binding agreement with a vendor and only Purchasing is authorized to sign these agreements.

Still have questions about buying goods or not sure what to do? Read more at http://financepolicy.unc.edu/1226 or end us an email at: purchasing_team@unc.edu

Revised 7/20/15
The Purchasing Card program is designed to streamline the way each department transacts Small Order purchases for supplies not available through the University Storerooms. For this program to be effective, each cardholder must be aware of how the card can be used.

The use of the Purchasing Card allows departments to obtain certain goods much faster and easier while sharply reducing the paperwork and processing time in the office, as well as in Disbursement Services and Purchasing. It enables employees to be more efficient and to focus on the value-added aspects of their jobs. It also provides cost savings through consolidated payment (one monthly payment to VISA, versus multiple supplier payments).

Most P-Cards are limited to $5,000 per transaction and the department specifies a maximum monthly cap.

Not allowed
- Alcohol and Tobacco
- Cash Advance
- Gift Certificates
- Membership Dues
- Personal Items
- Radioactive Materials
- Rentals
- Research Gases
- Restaurants
- Services
- Travel (including hotel and registration)
- Rentals

For further details see P-Card at:
http://finance.unc.edu/purchasing-services/purchasing-card/our-services

The State has entered into contracts for goods (and services) with various vendors. Some contracts are mandatory and some are convenience. Before making purchases departments must check the state contracts (not necessary with UNC-Chapel Hill ePro vendors). Each contract will specify whether it is mandatory or convenience. The dollar thresholds may not apply when purchasing goods from specified vendors on State Contract.

For a contract listing see:
http://www.doa.state.nc.us/pandec/index.htm

State Contracts

Statewide IT Contracts:
http://www.its.state.nc.us/ITProcurement/TermContracts/TContracts.asp

GA System-Wide Contracts:
http://www.northcarolina.edu/it_contracts/index.php

eProcurement
eProcurement is a system that enables departments to pay companies and individuals for small orders of approved expenditures (less than $5,000) that do not require a University Purchase Order. The vendor catalog, accessed via ConnectCarolina, allows departments to purchase office, computer and scientific supplies online without having to go through the campus voucher process.

The use of e-Pro and e-Commerce guarantees lower prices, free delivery, customer support and other benefits.