



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., BuyCarolina, 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

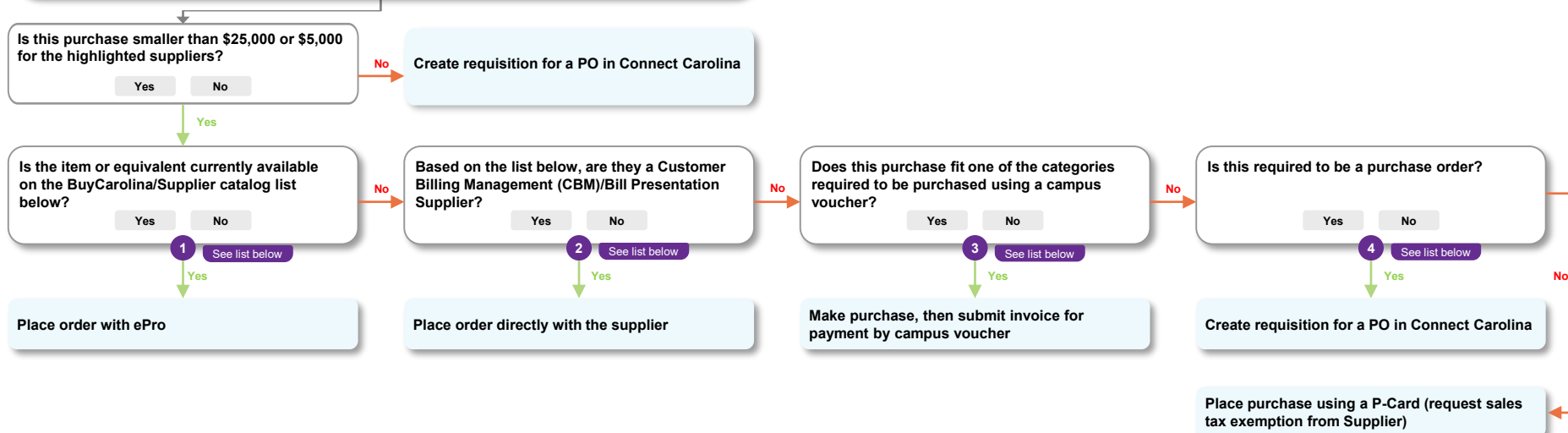


START HERE

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 Services](#) website.

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



ADDITIONAL DETAILS

1 BuyCarolina/Supplier catalog list

- Abcam
- Agilent Technologies
- Airgas/National Welders
- Amazon Business
- Apple
- Applied Industrial Technologies
- Arc3 Gases
- Bio-Rad Laboratories
- CDW
- Cell Signaling Technology
- Dell
- Fastenal
- Ferguson
- Fisher Scientific
- Genesee Scientific
- Grainger
- Graybar

- Henry Schein
- Illumina
- Lenovo
- Life Technologies
- Lowe's
- Mayer Electric Supply
- MSC Industrial Supply
- New England Biolabs
- Perkin Elmer
- Promega
- Qiagen
- Roche Diagnostics Corp
- Sigma-Aldrich
- Software Distribution
- Staples
- Storr Office
- VWR International

2 CBM/Bill Presentation Supplier list

- Carolina Dining
- Carolina Inn
- Computer Repair Service
- 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)
- Non-student awards
- Non-employee non-student individual travel reimbursement
- Cash advance (including gift cards)
- Royalties
- Study subject payments
- 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
- Purchases requiring a deposit when the total engagement exceeds \$5,000.
- Purchases for radioactive materials

Procurement method selection – Services

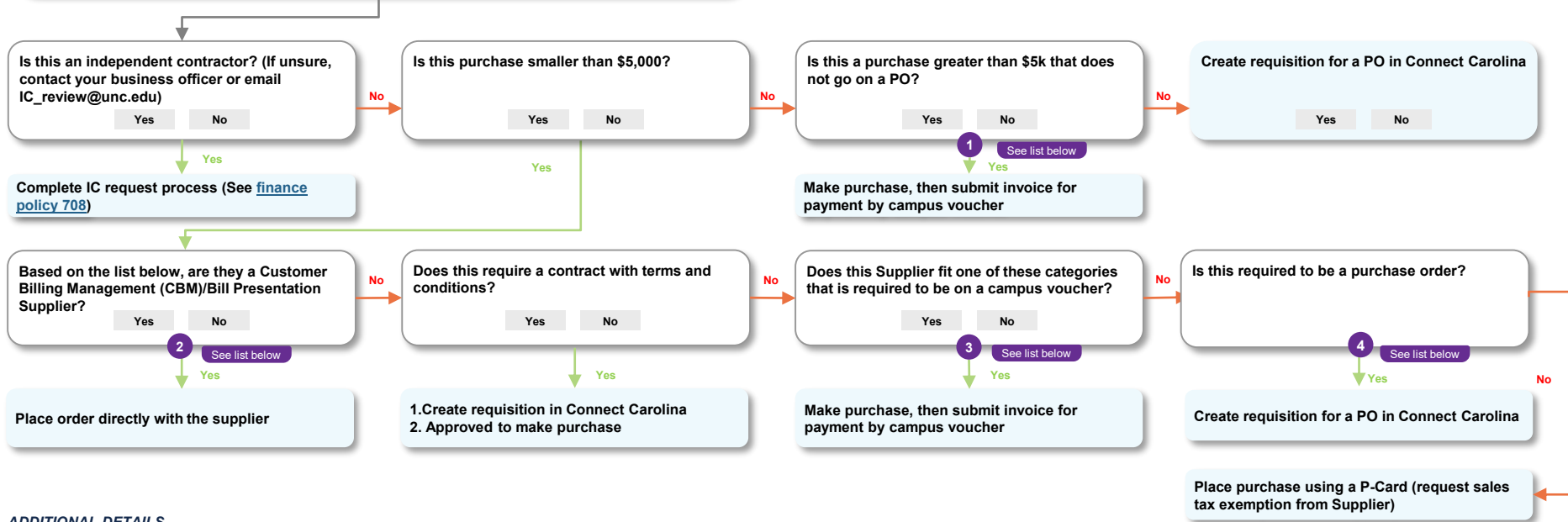


START HERE

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

If you are purchasing a commodities, use page 2, and if you are purchasing travel, please reference the [Travel Services](#) 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
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