



Purchasing Methods

Buying Manual University Policy 3.25 (Procurement of Goods and Services)

<https://policy.cornell.edu/policy-library/procurement-goods-and-services>

Disclaimer – Generalized information is included in this PowerPoint; Please feel free to contact the Department or your Administrative Assistant with specific questions

Business Purpose – State how the purchase relates to the funding source

Good Business Purposes

Reagents for eliminating DNA contamination in qPCR analysis of IVF and cryogenic experiments

Pencils for testing lead levels in mechanical pencils vs standard #2 pencils

Lab notebook to record results for the USDA Cat Cuddle project under Dr. Happy

DO NOT USE

General supplies

Restocking materials

Lab supplies

Travel

Notebook

Ways in which to procure Goods/Services

- [Purchasing Tutorials](#)
- **Purchasing of goods, lab/office supplies, membership dues, publications, etc.**
 - Eshop – Should be used as your primary buying resource
 - Purchase/payment \$1-\$1500 can be purchased on individual Lab PCard.
 - Purchase/Payment \$1501-\$2500 please contact your DCS Admin to assist in making payment.
 - \$2501 and over; Must be submitted via an I want document
- **Computers/Software Subscriptions**
 - Must be purchased through VMIT with Carol Merkur's approval
- **Animal Orders**
 - Must be submitted through the I want doc.
 - Include any kind of quote provided by the vendor
 - Must also include the IACUC protocol number
- **Services**
 - Typically, all services need to be paid for via a purchase order
 - Submit these requests through the I want doc
 - Some services require contracts/agreements to be completed (Photography, Artist, Illustrator; Videographer; Writer, Editor; Consulting)
- **Controlled Substances**
 - Please contact Doug Fink
- **Capital Equipment (Greater than \$5000)**
 - Must be submitted through the I want doc.
 - Please include Quote
 - Currently orders \$25,000 and over must include a sole source justification completed expect in a few instances (Preferred Cornell Vendor Status – Example VWR) – Beginning July 1, 2025, orders only over \$50,000 will require a sole source justification
 - <https://solesource.procurement.cornell.edu/>

E-Shop

- [FAQ E-Shop](#)
- [E-Shop Catalogs](#)
- E-SHOP is a web-based requisitioning tool that gives Cornell purchasers a one-stop "shopping cart" for ordering a full range of goods and services. E-SHOP makes it easy to shop with preferred and contract suppliers (Providing the best possible pricing agreements)

Benefits of using e-Shop

- Ability to create orders from multiple suppliers in one transaction that will result in separate requisitions and purchase orders
- Access to convenient shopping
- Easy access to contracted vendors for the best price, quality, and service
- Fast ordering using “My Favorites”
- Faster turnaround times for orders

Cornell Procurement Card

- **Cornell PCard**

- A procurement card (“PCard”) is a credit card issued by a financial institution to an organization (Cornell) to make direct purchases from vendors. The card is issued in an employee’s name and may be used for certain low-dollar, business-related purchases, where the good or service is not available through e-SHOP.
- All PCard purchases must be for business purposes only and in full compliance with other university policies, particularly [University Policy 3.14, Business Expenses](#). The cardholder is responsible for providing documentation of all purchases on the card, as described in Section 303 Documentation Requirements, and for ensuring that any expense paid by PCard is not otherwise submitted for reimbursement or used for any inappropriate purpose.

- **Prohibited PCard Transactions:**

<https://finance.cornell.edu/sites/default/files/bm-section-302.pdf>

- Animals & Custom Antibodies
 - Capital Assets
 - Catering
 - Controlled Substances (Please contact Doug Fink)
 - Cornell Unallowable Goods/Services
 - Donations
 - Equipment Rental
 - Gift Cards
 - Personal Expenses
 - Services Requiring a contract
 - Software/Licenses
 - Travel Related Expenses (Travel Meals, Vehicle Rental)
- **PCard holders are responsible for any/all transactions charged to their card. They must submit itemized receipts including detailed business purposes and account/s to charge.**
 - **Card sharing within the lab is not allowed.**
 - **Splitting of transactions is prohibited to bypass the transaction limits imposed on each card.**

I Want Docs/Purchase Orders

I WANT DOCUMENT

What is a I Want Doc?

- The I Want Doc is an electronic form used by individuals (Requestors) for any request related to buying/payment of goods/services, excluding travel reimbursements that cannot be done via e-SHOP or by utilizing their individual Procurement Card. The I Want Doc can also be used to submit reimbursement requests.
- All supporting documentation including but not limited to quotes, items (catalogue numbers, quantities, volume sizes), invoices, itemized receipts, sole source justifications, contracts/agreements, etc. must be attached within the I Want Doc requests.

What is a Purchase Order?

- Purchase orders are agreements with vendors in which we agree to pay them for the cost of goods/services in which they provide.
- Purchase orders are typically used for more regulated expenses that require the vendors in which we are doing business with to carry certain levels of insurance and in some instances require contracts to be completed
 - Examples:
 - Animal Orders (Protocol Numbers must be provided and verified)
 - Equipment maintenance agreements (individuals coming on campus)
 - Bus Charters
 - Consulting Services
 - Entertainment
 - Capital Asset orders
- Any expense greater than \$5000 will require confirmation receipt of goods and services prior to the payment being released.

Frequently Asked Questions



- How do I track my orders (e-shop and I want docs)?
 - [Procurement Gateway](#)
- PCard information – Can I see my past PCard transactions?
 - [Previous PCard Submissions](#)
- What if I lost my PCard receipt?
 - [Missing Receipt Affidavit](#)

Questions?

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Please Contact:

Kelly Lewis (kll85@cornell.edu)

Theresa Lagasse (tap58@cornell.edu)