





Examples: Catering, Document Production, Advertising, A/V, Security

Promo Items, Novelty, busses – quotes directly from vendors, SOW (not PSA) for entertainment vendor - https:// purchasing.ubs.uconn.edu/university-ofconnecticut-contracts/

HB Shopping Page: Tech-Apple, Dell, for Office Supplies-W.B. Mason.

GovConnection, CDW-G, and Anixter Inc, and

Performer, Speaker, Entertainer, Coach that requires a Personal Service Agreement to solidify all the relevant details - your org may have to facilitate the set-up of the vendor in HuskyBuy. PSA can be used if under \$1K but must be used if over \$1K https:// contracting.ubs.uconn.edu/psa-procedure/

Use of a single vendor for similar events/ activities over the course of a semester or year for supplies, services, refreshments - your org may have to facilitate the set-up of the vendor in HuskyBuy.and you should get quotes directly.

Supplies, service providers, local restaurants and stores for single purchase - your org may have to facilitate the set-up of the vendor in HuskyBuy.and you should get quotes directly.

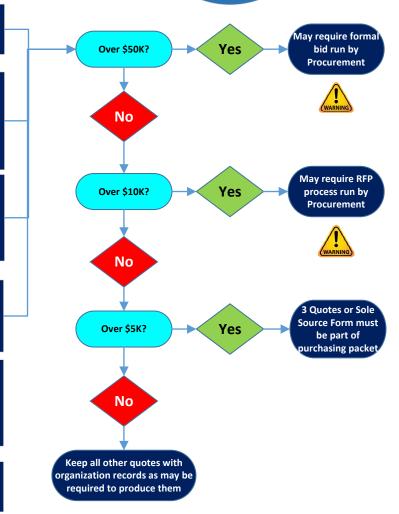
One-time purchase of low dollar value. Purchasing from Amazon can only be done if all HuskyBuy options have been exhausted. Must adhere to ProCard policies:

https://purchasing.ubs.uconn.edu/category/ procurement-services/procard/

Storrs Off-Campus Activity Advising requires submission at least 3 weeks in advance of travel eg Airfare, lodging, mileage, ground travel, meals

Student purchasing refreshments for a highly specialized diet, emergency supplies and until concur in place, some travel expenditures such as baggage fees, ground transportation, etc.

Trustee **Purchase** Method **Decision Tree**





Allow for extra time for these activities: Setting up a new vendor, doing a PSA or Procurement doing a formal bid or RFP.



Yes

Select Husky Buy Catalog (HBCA)

Select Husky Buy

Contract (HBCO)



Select HuskyBuy **Non-Catalog** Purchase (PSA)



Yes



Select Blanket PO (BPO)



Select Husky Buy Non-Catalog (HBNC)



Select ProCard (PCDO)



Use Travel Process (TRAV)



Is this refreshments or supplies and no way to pay direct?



Reimbursement is a last resort and never for equipment or services (REIM)