Yes

Select Internal Billing (IB)

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

No

Select Husky Buy Contract (HBCO)

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

Yes

Select Husky Buy Catalog (HBCA)


No

Select HuskyBuy Non-Catalog Purchase (PSA)

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/

Yes

Select Blanket PO (BPO)

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.

No

Select Husky Buy Non-Catalog (HBNC)

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.

No

Select ProCard (PCDO)

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/

Yes

Use Travel Process (TRAV)

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

No

Is this <$5K item purchase from a one-time vendor?

Yes

Is this Travel?

No

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

Yes

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

No

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