**Trustee Purchase Method Decision Tree**

**Start**
- **Product/service offered by a UConn Dept?**
  - Yes: **Select Internal Billing (IB)**
  - No: **Product/service part of a University Contract?**
    - Yes: **Select Husky Buy Contract (HBCO)**
    - No: **Product/service in HuskyBuy Catalog?**
      - Yes: **Select Husky Buy Catalog (HBCA)**
      - No: **Speaker, performer, coach or production non-univ contract vendor >$1K?**
        - Yes: **Select HuskyBuy Non-Catalog Purchase (PSA)**
        - No: **Non-Catalog Vendor for multiple events through the year?**
          - Yes: **Select Blanket PO (BPO)**
          - No: **Non-Catalog Vendor for a single purchase?**
            - Yes: **Select Husky Buy Non-Catalog (HBNC)**
            - No: **Is this <$5K item purchase from a one-time vendor?**
              - Yes: **Select ProCard (PCDO)**
              - No: **Is this Travel?**
                - Yes: **Use Travel Process (TRAV)**
                - No: **Is this refreshments or supplies and no way to pay direct?**
                  - Yes: **Reimbursement is a last resort and never for equipment or services (REIM)**

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

**ProCard Items:** Office, HuskyBuy quotes directly from vendors, SOW (not PSA) for entertainment vendor - [https://purchasing.ubs.uconn.edu/university-of-connecticut-contracts/](https://purchasing.ubs.uconn.edu/university-of-connecticut-contracts/)

**HB Shopping Page:** Tech- Apple, Dell, GovConnection, CDW-G, and Anker Inc, and for Office Supplies-W.B. Mason.

**Performers, Speakers, Entertainers, Coaches 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/](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/](https://purchasing.ubs.uconn.edu/category/procurement-services/procard/)

**Storrs Off-Campus Activity Advising requires submission at least 2 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.**

**Over $50K?**
- Yes: May require formal bid run by Procurement
- No: **Over $10K?**
  - Yes: May require RFP process run by Procurement
  - No: **Over $5K?**
    - Yes: 3 Quotes or Sole Source Form must be part of purchasing packet
    - No: Keep all other quotes with organization records as may be required to produce them

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