Procurement Gateway Resources

Tutorials

- I Want Doc
- Procurement Gateway (script)

Resources

- **Buying Manual**
  The *Buying Manual*, a supplement to University Policy 3.25, provides detailed procedures and best practices required to comply with the policy. The university expects individuals making purchases to follow the principles referenced in the policy and the procedures prescribed in the university’s official *Buying Manual*.

- **Catering**
  - Hiring and Paying a Caterer
  - Caterer and Restaurant List
  - Caterers with insurance
  - Events Management and Use of University Property

- **Insurance Requirements for Vendors**
  - Requirements
  - Vendors with insurance
  - Caterers with insurance

- **Paying for Services**
  - Buying Manual Section 700 with Flow Chart
  - Paying for Services Checklist

- **Procurement Card**
  - Procurement Card Prohibited Transactions, Buying Manual Section 302
  - Cardholder Responsibilities, Buying Manual Section 306
  - Procurement Card FAQs

- **Cornell Name, Logo and Artwork**
  - Use of Cornell Name, Logo and Artwork
  - Buying Manual Section 612

- **Procurement Forms and Documents**
  - Contracts for Services
  - Single Sole Source Justification Form – For orders over $10,000 for all fund types where competition may not be feasible due to the single source/sole source nature of a commodity or a particular specification, a written justification is required and reasonableness of price must be established.
  - Exception Ordering for Computers – If one of Dell’s four available configurations does not meet your needs, custom configurations can be ordered by completing an Exception Ordering survey, which will be routed automatically to IT as part of the ordering process.
  - Request for Competitive Bid

- **University Policy**
  - 3.14, Business Expense
  - 3.2, Travel Expenses
• 3.25, Procurement of Goods and Services