

Buying and Paying Guide

Type of Goods or Services	Marketplace Purchase	Non-Catalog Requisition	Payment Request	Purchasing Card Expense	Travel Card Expense	Personal Reimbursement	Contract Method/Requirements <i>(in order of preference)</i>
Accreditation Fees			Primary				NA
Advertisements (<i>newspapers, magazines, journals, radio, tv, etc.</i>)		Primary	Alternate				Purchase Order - Second Party Template
Article Processing Fees			Primary	Alternate			Baylor Template
Audio/Visual Goods	Primary	Alternate					Purchase Order - Baylor Template
Audio/Visual Services		Primary					Purchase Order - Baylor Template
Baylor Student Organization Payments			Primary				NA
Books	Primary						Purchase Order
Business Cards, Letterhead, and Stationery Items	Primary						Purchase Order
Business Entertainment					Primary	Alternate	NA
Cash Award (Guests only)			Primary				NA
Catering and Food		Primary		Alternate			Purchase Order - Baylor Template
Computer Hardware and Peripherals	Primary						Purchase Order
Computer Software		Primary		Alternate			Baylor Template
Conference Registration			Alternate	Primary	Alternate	Alternate	Purchase Order - Second Party Template
Contributions and Sponsorships			Primary				Purchase Order - Second Party Template
Copying and Printing Services		Primary		Alternate			Purchase Order - Baylor Template
Damage Payments	Contact University Risk and Compliance						
Document Shredding	Primary						Purchase Order
Employee Search Services		Primary					Baylor Template
Equipment	Primary	Alternate					Purchase Order - Baylor Template
Equipment Rentals/Repairs		Primary		Alternate			Purchase Order - Baylor Template
Events - Meetings & Entertainment		Primary		Alternate			Baylor Template
Fellowships (Non-Baylor Students)			Primary				NA
Flowers		Alternate		Primary			NA
Furniture	Primary	Alternate					Purchase Order - Baylor Template
Gas – Compressed & Toxic		Primary					Purchase Order - Baylor Template
Incentive/Research Participant Payment			Primary			Alternate	NA
Insurance	Contact University Risk and Compliance						
Journals/Subscriptions		Primary		Alternate			Purchase Order - Second Party Template
Laboratory Supplies	Primary	Alternate					Purchase Order - Baylor Template
Leases		Primary					Baylor Template
License Fees and Permits			Primary	Alternate			NA
Maintenance Services	Contact Baylor Facilities Management						
Maintenance Supplies	Primary	Alternate					Purchase Order
Medical Supplies	Primary	Alternate					Purchase Order
Medical Services		Primary					Purchase Order
Doctor Visits			Primary				
Memberships and Professional Licenses			Alternate	Primary		Alternate	NA
Merchandise Displaying University Logos		Primary		Alternate			Purchase Order - Baylor Template
Merchandise for Resale		Primary					Purchase Order
Office Supplies	Primary						Marketplace

Professional Services (Including Defined Below)						
Architects and Engineers	Contact Facilities, Planning, and Construction					Baylor Template
Independent Contractors	Primary					Baylor Template
Legal Services	Contact General Counsel					Baylor Template
Marketing Services	Contact Marketing and Communications					Baylor Template
Search Firms	Contact Human Resources					Baylor Template
Security Services (Access and Safety Services)	Contact Department of Public Safety					Honorarium Template
Speakers/Performers < \$2,500	Alternate	Primary				Baylor Template
Speakers/Performers > \$2,500	Primary					Baylor Template
Speakers/Performers - Agency	Primary					Baylor Template - Second Party Template
Temporary Staffing (Staff Augmentation)	Contact Human Resources					Baylor Template
Training	Primary		Alternate			Baylor Template
Real Estate Renting and Leasing	Contact Facilities, Planning, and Construction					Baylor Template - Second Party Template
Royalties	Primary	Alternate				-
Shipping (UPS, FedEx, Freight, USPS)	Primary		Alternate			-
Sports Officials Fees		Primary				NA
Subawards	Primary					-
Telecommunications	Contact ITS					
Tuition Remission and Employee Benefits	Contact Human Resources					
Travel						
Airline Tickets				Primary	Alternate	NA
Car Rental				Primary	Alternate	NA
Chartered Transportation Services	Primary					Purchase Order (preferred supplier) - Baylor Template (non preferred supplier)
Fuel - Vehicles				Primary	Alternate	NA
Ground Transportation				Primary	Alternate	Purchase Order (preferred supplier) - Baylor Template (non preferred supplier)
Group Travel	Primary			Alternate		Purchase Order (preferred supplier) - Baylor Template (non preferred supplier)
Individual Travel				Primary	Alternate	NA
Non-Employee Travel/Expense Reimbursement	Alternate	Primary		Alternate		NA
Trophies and Commemorative Items	Primary		Alternate			Purchase Order
Vehicles	Primary					Purchase Order - Baylor Template
Vehicle Maintenance	Primary		Alternate			Purchase Order - Baylor Template
Visa Application Fees		Primary				NA
Visiting Scholars	Primary					Baylor Template