Procedure for Requesting a Purchase or Payment
School of Social Work

Background
There are numerous ways to make purchases and pay for services using University of Illinois funds:

- **P-Cards** are campus-issued credit cards to be used for the purchase of allowable office supplies, food and beverage supplies, software, and conference registration.
- **T-Cards** are campus-issued credit cards to be used for the purchase qualified travel expenses, business meals, and/or refreshments for specific events.
- **iBuy** is an online marketplace for purchasing goods and services by providing access to vendor catalogs with University negotiated pricing.
- **Purchase Orders** are a means of making a purchase of goods or services in special situations:
  - Purchases of items or services $5,000 or more
  - Purchase of commodities unallowable on a P-Card (services, room rental, professional/artistic services, etc.)
  - When a vendor will not accept a P-Card
  - Any purchase requiring a signature
  - Any purchase that has terms and conditions other than the University standard
  - *You CANNOT enter into purchase order agreement without running through the business office first.*
- **Contracts** are formal agreements requiring campus drafting, review, negotiation and signature. *You CANNOT enter into any contract without running through the business office first.*

The SSW Business Office staff provides a very high level of service, and it is not necessary as an employee to hold a P-Card, T-Card, or have access to iBuy. If your office does not have a centralized administrator to handle these items, and you would like access, please contact sw-expenses@illinois.edu.

Requesting a purchase or payment of service
- **No services should be performed or goods shipped until you have clearance from the Business Office** for Purchase Orders and Contracts this may take weeks
- **Email** the business office (sw-expenses@illinois.edu) with the details of the purchase. For all purchases, include:
  - the fund, organization and program (FOP) to charge
  - the business purpose of the request (regardless of source of funds)
  - **AND**
  - For online orders: the URL for the specific item or the saved cart of items, OR a detailed list of the items and their catalog numbers
  - For conference registration: the URL for the registration and any additional details that must be included (dates of attendance, meals to add, level of registration)
  - For paper-based orders: provide the order sheet, completed with the exception of the card number
  - For hotel reservations: hotel contact information, specific nights of the stay
  - For carpool or rental vehicles: date and time of pickup and drop off, number of passengers
  - For airline reservations: link to a saved flight plan, date of birth, name as it appears on your ID, a contact telephone number
  - For services: contact information for the vendor, a description of services, and a quote

Questions?
More details on Purchase Orders may be found on the “Purchase Order Request Procedure” document. For other questions, contact sw-expenses@illinois.edu