

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?

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