



Purchasing Matrix

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Special Commodities			Purchasing Process				
Commodity	Commodity Approver	Commodity Consultation	Purchase \$2,500 or less	Purchase greater than \$2,500	Written contract required by Wabash? Y/N	Preferred Vendors	Contact
Apparel-Athletic Teams	Athletics	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	BSN Sports BSN Sports Blue 84 Champion Columbia MV Sport	<a href="mailto:athletics@wabash.edu">athletics@wabash.edu</a>
Apparel-Bookstore	Auxiliary Services	N/A	Departmental Charge	Departmental Charge	N	Cutter and Buck Markey's Daktronics	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Audio-Visual & Electronics - Athletic Venues	Athletics	Information Technology	Purchasing Card or Payment Request	Purchase Requisition	N	Sidearm Sports	<a href="mailto:athletics@wabash.edu">athletics@wabash.edu</a>
Audio-Visual & Electronics	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	B&H Photo, Video, and Audio Pro	<a href="mailto:helpdesk@wabash.edu">helpdesk@wabash.edu</a>
Books-Trade/Reference (Single)	N/A	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Amazon Business Prime	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Books for author visits, tutorials/EQ sections, WLAIP, etc.	Bookstore	N/A	Departmental Charge	Departmental Charge	N	N/A	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>
Books-Trade/Reference (Multiple)	Bookstore	N/A	Departmental Charge	Departmental Charge	N	N/A	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>
Books - Libraries	Lilly Library	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	<a href="mailto:library@wabash.edu">library@wabash.edu</a>
Business Cards	Communications and Marketing	N/A	Payment Request	N/A	N Y*	Fine Line Printing	<a href="mailto:communications@wabash.edu">communications@wabash.edu</a>
Catering Services (On Campus)	N/A	N/A	Departmental Charge	Departmental Charge	(Wabash has an overarching contract. Bon Appétit may provide transactional event contract)	Bon Appétit Dining Services	<a href="mailto:catering@wabash.edu">catering@wabash.edu</a>
Computer Hardware	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Apple Dell	<a href="mailto:helpdesk@wabash.edu">helpdesk@wabash.edu</a>
Computer Peripherals	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	<a href="mailto:helpdesk@wabash.edu">helpdesk@wabash.edu</a>



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Computer Software (SAAS- Software As A Service/Cloud)	N/A	Information Technology	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	<a href="mailto:helpdesk@wabash.edu">helpdesk@wabash.edu</a>
Computer Software (Desktop/ On-premise)	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	<a href="mailto:helpdesk@wabash.edu">helpdesk@wabash.edu</a>
Consulting Services	N/A	Auxiliary Services	Payment Request	Purchase Requisition	Y	N/A	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Equipment	N/A	Auxiliary Services	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Event Venues/Logistics (Off Campus)	N/A	N/A	Purchasing Card	Purchase Requisition (for downpayment prior to event) then purchasing card at time of event	N	N/A	N/A
Furniture -Small office furniture/Residence Hall rooms	Auxiliary Services (exception for Theatre props)	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Krueger International (KI) OfficeWorks Sauder Education Complete this form to request for professional services:	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Furniture - Other (may be part of a design project)	Planning, Design, and Construction (exception for Theatre props)	N/A	N/A	Purchase Requisition	N	<a href="https://www.wabash.edu/businessoffice/docs/Request-for-Project-Services-or-Medical-Waste-Solutions">https://www.wabash.edu/businessoffice/docs/Request-for-Project-Services-or-Medical Waste Solutions</a>	<a href="mailto:facilitiesplanning@wabash.edu">facilitiesplanning@wabash.edu</a>
Hazardous Material Disposal	Chemistry Stockroom Manager	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Heritage Environmental Services	<a href="mailto:oshele@wabash.edu">oshele@wabash.edu</a>
Lab Gases	Chemistry Stockroom Manager	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Air Gas Greenfield Global	<a href="mailto:oshele@wabash.edu">oshele@wabash.edu</a>
Lab Supplies	Lab Managers	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Miscellaneous Suppliers pending the specs	N/A
Mailings/Postage	Mailroom	N/A	Departmental Charge	Departmental Charge	N	N/A	N/A
Memberships (association and professional memberships dues)	N/A	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	N/A
Nametags and Letterhead	Bookstore	N/A	Departmental Charge	Departmental Charge	N	Bookstore	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>
Office Supplies Stocked in Bookstore	Bookstore	N/A	Departmental Charge	Departmental Charge	N	N/A	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>
Office Supplies Other	N/A	Bookstore	Purchasing Card or Payment Request	Purchase Requisition	N	Staples Advantage Amazon Business Prime	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>



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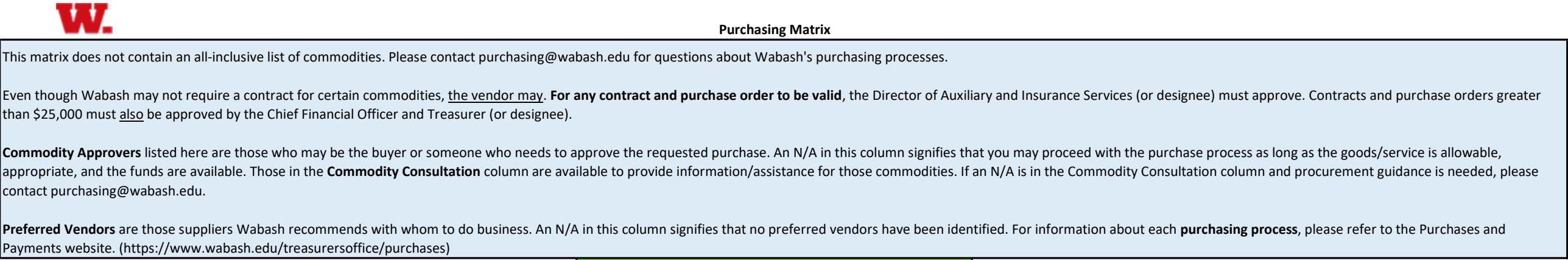
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Paint and Painting Supplies	Facilities Services	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Sherwin Williams Home Depot Town and Country	<a href="mailto:campserv@wabash.edu">campserv@wabash.edu</a>
Paper for Copy Machines	Bookstore	N/A	Departmental Charge	Departmental Charge	N	Bookstore	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>
						N/A	
Personal Professional Services (Individual, Speaker, Performer)	N/A	N/A	Payment Request	Purchase Requisition	Y* if >\$2500	Additional information <b>to be</b> provided on Business Procesess At Wabash. ( <a href="https://www.wabash.edu/treasurersoffice/purchases">https://www.wabash.edu/treasurersoffice/purchases</a> ). Moeller Printing NPrint (for Commencement) Source 309 (American Solutions for Business) EPI	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Printing Services	N/A	Communications and Marketing	Purchasing Card or Payment Request	Purchase Requisition	N	Phoenix Innovate	<a href="mailto:communications@wabash.edu">communications@wabash.edu</a>
Promotional, Emblem Goods	N/A	N/A	Departmental Charge	Purchase Requisition	N	Source 309	N/A
Rentals-Table, Chairs	N/A	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	A Classic Party Rental Ace Hardware Home Depot Lowe's Home Improvement	N/A
Tools, Hardware, Maintenance Supplies	N/A	Facilities Services	Purchasing Card or Payment Request	Purchase Requisition	N	Fastenal	<a href="mailto:campserv@wabash.edu">campserv@wabash.edu</a>
Toner Cartridges	Bookstore	N/A	Departmental Charge	Departmental Charge	N	Indiana Business Equipment	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>
Travel - Conference Registrations	N/A	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	N/A
Travel - Group- Buses for Athletic Teams	Athletics	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Go Express	N/A
Travel - Group/Campus Visitor - local Ground Transportation (class trips to Indy, airport pickups/drop-offs, etc.)	Travel Coordinator	N/A	Purchasing Card or Payment Request or Departmental Charge if Motor Pool is used.	Purchase Requisition	N	For Motor Pool reservations, please use: <a href="http://www.wabash.edu/scheduler">www.wabash.edu/scheduler</a>	<a href="mailto:motorpool@wabash.edu">motorpool@wabash.edu</a>



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Travel-Group/Campus Visitor (non-local Ground and Air Transportation)			Purchasing Card or Payment Request or Departmental Charge if Motor Pool is used.	<b>Department Card</b> or Purchase Requisition		GoExpress Uber Business Lafayette Limo Enterprise Rental National Rental	travel@wabash.edu
	Travel Coordinator	N/A			N	<b>For Motor Pool reservations, please use: <a href="http://www.wabash.edu/scheduler">www.wabash.edu/scheduler</a></b>	motorpool@wabash.edu
Travel-Group/Campus Visitor Lodging (Off Campus)	Travel Coordinator	N/A	Purchasing Card or Payment Request	<b>Department Card</b> or Purchase Requisition	N	Miscellaneous pending destination Trippet Hall Meeting and Conference Center	<a href="mailto:travel@wabash.edu">travel@wabash.edu</a>
						<b>For Trippet lodging, please use the "Trippet Lodging" form via: <a href="http://www.wabash.edu/scheduler">www.wabash.edu/scheduler</a>.</b> If Trippet rooms are not available, please consult with the Travel Coordinator.	<a href="mailto:travel@wabash.edu">travel@wabash.edu</a>
Travel-Group/Campus Visitor Lodging (On Campus)	Manager of Guest Services	Travel Coordinator	<i>Departmental Charge</i>	<i>Departmental Charge</i>	N	Miscellaneous pending destination	
			Purchasing Card or Payment Request or Departmental Charge if Motor Pool is used.	Purchasing Card (Need to request for an exception)	N	<b>For local vehicle rental, please make a Motor Pool reservation pool via: <a href="http://www.wabash.edu/scheduler">www.wabash.edu/scheduler</a></b>	<a href="mailto:travel@wabash.edu">travel@wabash.edu</a>
Travel- Employee Business Travel	N/A	Travel Coordinator					

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