Wabash College | Purchasing Matrix

This matrix does not contain an all-inclusive list of commodities. Please contact purchasing@wabash.edu for questions about Wabash's purchasing processes.
Even though Wabash may not require a contract for certain commodities, the vendor may. **For any contract and purchase order to be valid**, the Director of Auxiliary and Insurance Services (or designee) must approve. Contracts and purchase orders greater than $25,000 must also be approved by the Chief Financial Officer and Treasurer (or designee).
Commodity Approvers listed here are those who may be the buyer or someone who needs to approve the requested purchase. An N/A in this column signifies that you may proceed with the purchase process as long as the goods/service is allowable, appropriate, and the funds are available. Those in the **Commodity Consultation** column are available to provide information/assistance for those commodities. If an N/A is in the Commodity Consultation column and procurement guidance is needed, please contact purchasing@wabash.edu.
Preferred Vendors are those suppliers Wabash recommends with whom to do business. An N/A in this column signifies that no preferred vendors have been identified. For information about each **purchasing process**, please refer to the Purchases and Payments website. (https://www.wabash.edu/treasurersoffice/purchases)

Special Commodities			Purchasing Process				
Commodity	**Commodity Approver**	**Commodity Consultation**	**Purchase $2,500 or less**	**Purchase greater than $2,500**	**Written contract required by Wabash?**	**Preferred Vendors**	**Contact**
Apparel-Athletic Teams (e.g. clothing, uniforms)	Athletics	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	BSN Sports	athletics@wabash.edu
Apparel-Bookstore (e.g. clothing, hats, Wabash College Spirit Merchandise/ Swag)	Auxiliary Services	N/A	***Departmental Charge***	***Departmental Charge***	N	BSN Sports Blue 84 Champion Columbia MV Sport Cutter and Buck	purchasing@wabash.edu
Audio-Visual & Electronics	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	B&H Photo Video Audio Pro	helpdesk@wabash.edu
Audio-Visual & Electronics - Athletic Venues	Athletics	InformationTechnology	Purchasing Card or Payment Request	Purchase Requisition	N	Markey's Daktronics Sidearm Sports	athletics@wabash.edu
Books - Libraries	Lilly Library	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	library@wabash.edu
Books for author visits, tutorials/EQ sections, WLAIP, etc	Bookstore	N/A	***Departmental Charge***	***Departmental Charge***	N	N/A	bookstore@wabash.edu
Books-Trade/Reference (Multiple)	Bookstore	N/A	***Departmental Charge***	***Departmental Charge***	N	N/A	bookstore@wabash.edu
Books-Trade/Reference (Single)	N/A	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Amazon Business Prime	purchasing@wabash.edu
Business Cards and Nametags	Communications and Marketing	N/A	***Payment Request***	N/A	N	Fine Line Printing *To order busines cards, please use https://www.wabash.edu/aboutwabash/com munications-requests*	communications@wabash.edu
Catering Services (On Campus and local) - food/ drinks/beverages	N/A	N/A	***Departmental Charge***	***Departmental Charge***	Y *(Wabash has an overarching contract. Bon Appétit may provide transactional event contract)*	Bon Appétit Dining Services	catering@wabash.edu

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Computer Hardware	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Apple Dell	helpdesk@wabash.edu
Computer Peripherals	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	helpdesk@wabash.edu
Computer Software (Desktop/ On-premise)	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	helpdesk@wabash.edu
Computer Software (SAAS-Software As A Service/Cloud)	N/A	Information Technology	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	helpdesk@wabash.edu
Consulting Services	N/A	Auxiliary Services	***Payment Request***	Purchase Requisition	Y	N/A	purchasing@wabash.edu
Equipment	N/A	Auxiliary Services	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	purchasing@wabash.edu
Event Venues/Logistics *(Off Campus)*	N/A	N/A	***Purchasing Card***	Purchase Requisition *(PR for downpayment prior to event then purchasing card at time of event)*	N	N/A	N/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	N/A *Complete this form to request for professional services: https://www.wabash.edu/businessoffice/docs/Request-for-Project-Services-or-Purchases-1.pdf*	facilitiesplanning@wabash.edu
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	purchasing@wabash.edu
Hazardous Material Disposal	Chemistry Stockroom Manager	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Medical Waste Solutions Heritage Environmental Services	oshele@wabash.edu
Lab Gases	Chemistry Stockroom Manager	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Air Gas Greenfield Global	oshele@wabash.edu
Lab Supplies	Lab Managers	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A *Miscellaneous Suppliers pending the specs*	N/A
Letterhead	Bookstore	N/A	***Departmental Charge***	***Departmental Charge***	N	Bookstore	bookstore@wabash.edu

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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
Office Supplies Other	N/A	Bookstore	Purchasing Card or Payment Request	Purchase Requisition	N	Staples Advantage Amazon Business Prime	bookstore@wabash.edu
Office Supplies Stocked in Bookstore	Bookstore	N/A	***Departmental Charge***	***Departmental Charge***	N	N/A	bookstore@wabash.edu
Paint and Painting Supplies	Facilities Services	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Sherwin Williams Home Depot Town and Country	campserv@wabash.edu
Paper for Copy Machines	Bookstore	N/A	***Departmental Charge***	***Departmental Charge***	N	Bookstore	bookstore@wabash.edu
Personal Professional Services *(Individual, Speaker, Performer)*	N/A	N/A	***Payment Request***	Purchase Requisition	Y *if > $2500*	N/A *Additional information to be provided on Business Procesess At Wabash: https://www.wabash.edu/treasurersoffice/purc hases*	purchasing@wabash.edu
Printing Services	N/A	Communications and Marketing	Purchasing Card or Payment Request	Purchase Requisition	N	Moeller Printing NPrint (for Commencement) Source 309 (American Solutions for Business) EPI Phoenix Innovate Progressive Printing (magazine) *For a print project request, please use https://www.wabash.edu/aboutwabash/communications-requests*	communications@wabash.edu
Promotional, Emblem Goods	N/A	N/A	***Departmental Charge*** ***Purchasing Card***	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	N/A
Toner Cartridges	Bookstore	N/A	***Departmental Charge***	***Departmental Charge***	N	Indiana Business Equipment	bookstore@wabash.edu
Tools, Hardware, Maintenance Supplies	N/A	Facilities Services	Purchasing Card or Payment Request	Purchase Requisition	N	Ace Hardware Home Depot Lowe's Home Improvement Fastenal	campserv@wabash.edu
Travel - Conference Registrations	N/A	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	N/A

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