

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 (newspapers, magazines, journals, radio, tv, etc.) | | Primary | Alternate | 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 |
| Cash Award (Guests only) | | | Primary | | | | NA |
| Trophies and Commemorative Items | | Primary | | Alternate | | | Purchase Order |
| Baylor Student Organization Payments | | | Primary | | | | NA |
| Books | Primary | | | | | | Purchase Order |
| Business Cards, Letterhead, and Stationery Items | Primary | | | | | | Purchase Order |
| Business Entertainment | | | | | Primary | Alternate | 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 | 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 | | | | | | |

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|--|--|-----------|-----------|-----------|--|-----------|---|
| 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 |
| Tuition Remission and Employee Benefits | Contact Human Resources | | | | | | |
| Maintenance Services | Contact Baylor Facilities Management | | | | | | Baylor Template |
| 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 | | | | | | Baylor Template |
| Speakers/Performers < \$2,500 | | Alternate | Primary | | | | Honorarium 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 | | | | | | |

| 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 | | 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 |
| Vehicles | | Primary | | | | | Purchase Order - Baylor Template |
| Vehicle Maintenance | | Primary | | Alternate | | | Purchase Order - Baylor Template |
| Visa Application Fees | | | Primary | | | | NA |
| Visiting Scholars | | Primary | | | | | Baylor Template |