

Purchasing methods:

- **Online ordering through Central Stores (Office Depot)**
Used for ordering office supplies.
- **Payroll Agency Contract (via UC Flex)**
Used to contract with an agency for a temporary worker chosen by UC and paid via an agency.
- **Personal Services Contract**
Used to contract for the professional services of an individual.
- **Petty Cash**
Used for small purchases in *some departments*.
- **Purchasing Card (P-Card)**
Used for small dollar purchases via a university issued charge card.
- **Rental, Service or Maintenance Agreement (via UC Flex)** Used for fixed monthly or quarterly payments on equipment rental or service.
- **Small Dollar Invoice (via UC Flex)**
Used for a purchase of \$300 or less.
- **Term Contracts via Term Contract Release Order (via UC Flex)** Used for high dollar, repetitive supplies, equipment and services.
- **Purchase Order (via UC Flex)**
Used when none of the above options fit your need. Intended for high-dollar, non-repetitive needs for which the university does not have an existing agreement.

Additionally, UC sources such as the Bookstore, Printing Services, and Copy Center offer internal methods for purchasing goods and services.

Purchasing Resources:

- **Forms**
www.uc.edu/af/purch_dept/forms.html
- **Purchasing Card Policies and Procedures Manual**
www.uc.edu/af/purch_dept/p_card.html
- **UC Purchasing Web Site**
www.uc.edu/af/purch_public/default.html
- **UC Financial Policies Web site**
www.uc.edu/af/policies/

University of Cincinnati
Administration and Finance Division

Purchasing Department

Room 320 University Hall
University of Cincinnati
51 Goodman Dr.
Cincinnati OH 45221-0089

General Information: 513-556-6742
Fax: 513-556-5262

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Purchasing Basics

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If you need...

Then:

● Airfare	Contact a university travel agency or the airline directly.**
● Catering	Use a term contract or contact Central Purchasing.*
● Cell Phone Service	Contact UC Mobile (556-6624) or any provider of your choice.
● Computers	Use a term contract or contact Central Purchasing.*
● Conference Services	Contact Kingsgate Conference Hotel (www.uc.edu/kingsgate.com 487-3800) University Conferencing (www.uc.edu/conferencing.com 558-1810), or contact Central Purchasing buyer.
● Copier Service Renewal	Use a term contract release order or purchase requisition.
● Cubicle Name Sign/Department Sign	Contact the UC Sign Shop (556-4639).
● Dues and Subscriptions	Use a purchase requisition or P Card.
● Hotel Reservations	Contact a university travel agency or the hotel directly. For on campus lodging, contact Kingsgate Conference Hotel (487-3800).
● ID Badges and Keys	Contact Public Safety (556-4900).
● Office Supplies/Copy Paper	Order online through Central Stores (556-5659).
● Printing or Duplicating	Contact UC Printing and Duplicating Services (www.uc.edu/printingservices.com 556-5042); Use a term contract or contact Central Purchasing.*
● Promotional Items	Use a term contract or contact Central Purchasing.*
● Scientific Supplies	Use a term contract or contact Central Purchasing.*
● Temporary Services	Use a personal services contract, a temporary agency contract or a payroll agency contract or contact Central Purchasing.
● Uniforms (Purchase and Rental)	Use a term contract or contact Central Purchasing.*

Who to contact:

- *Computers, paper products, printing forms, recreational equipment, X-ray equipment and supplies, photographic and engineering supplies and equipment*
David S. Key **556-2362**
Fax: 556-5262
- *Housekeeping equipment, ads and promotional items, dues, publications, grants, groundskeeping equipment, food, catering and dining services, uniforms and clothing, and vehicles*
Peggy Chukwudolue **556-2363**
Fax: 556-5262
- *Construction, maintenance, repairs and operations (MRO), landscaping, fuels, moving, temporary unskilled labor, insurance*
Zondra Hall **556-2364**
Fax: 556-5262
- *Audio visual equipment, office furniture and supplies, lab and medical supplies and equipment, carpeting, temporary office help, temporary payroll services, telecommunications, consultants, athletic agreements, drugs and pharmaceuticals*
Cheryl A. Smith **556-2366**
Fax: 556-5262
- *Purchasing Card (P-Card) Program Administrator*
Chad Anton **556-2388**
Fax: 556-5262
- *Reimbursements*
Accounts Payable **556-6746**
ML 0333 **Fax: 556-3000**
- *Invoices*
Accounts Payable **556-6772**
ML 0333 **Fax: 556-2250**
- *Petty Cash and Small Dollar Invoices*
Accounts Payable **556-6773**
ML 0333

* Check term contract vendors by searching this link: www.uc.edu/af/purch_dept/contracts.html or contact the appropriate buyer

** See UC financial policies for additional information