Ways to Make a Purchase

This visual aid describes the methods available to make an IU business purchase and when each should be used.

Please note that Amazon Business is not a preferred supplier and cannot be used in place of a BUY.IU supplier without preapproval from Purchasing. Review SOP-PURCH-38 for full details.

Most preferred

Least preferred

BUY.IU

P-Card or Pro-Card

Out of Pocket Reimbursement

Order of preference within BUY.IU (most to least preferred):

- 1.Catalog
- 2.Non-catalog order: contracted supplier
- 3.Non-catalog order: non-contracted supplier
- 4.Check request

Preferred for these purchases:

- Hospitality less than \$4,999 and without a contract
- Small dollar, one-time purchases to suppliers that are not in BUY.IU and are not restricted
- Non-IU hosted conference registration payments
- Subscriptions and memberships, excluding software

Considerations:

- Reimbursement of restricted item must be approved by Purchasing
- IU's sales tax exemption cannot be used with personal funds

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