

2024

PURCHASING PROCEDURES – UNIT & TBH-BSC

TBH-Business Service Center

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PURCHASING PROCEDURES

This document provides you with information about the types of purchasing capabilities available, the policies and procedures for implementing a procurement, the types of orders available through Banner, forms required for processing orders and payment methods, vendors and suppliers that are available to meet departmental needs. This also provides the contact information to assist you in your procurement actions.

OBFS Website: www.obfs.uillinois.edu – Best place to look for almost anything you can think of purchasing related.

PURCHASING PROTOCOL

- **First** try to find the supplies in iBuy, if you can't find what you need, then
- **Second**, purchase it wherever you find it cheapest using P-Card (eligible purchases only).
- **Third**, a requisition in iBuy with a quote.

SUPPLIES

IBUY

<https://www.obfs.uillinois.edu/iBuy>

- Online marketplace for purchasing goods and services at the University of Illinois System
- Combines the use of Internet technology with procurement best practices to simplify the purchasing process and reduce costs.

UIUC AMAZON FOR BUSINESS

<https://www.obfs.uillinois.edu/purchases/university-amazon-business>

- P-card holders can request access to the UIUC Amazon Business account [here](#)
- *Departments should continue maximizing the use of University of Illinois System contracts found in iBuy. When iBuy contracts are not available, Amazon may be utilized*
- All Amazon Business users must follow all university and departmental purchasing policies.

P-CARD

<https://www.obfs.uillinois.edu/card-services/p-card/>

- The University of Illinois Purchasing Card (P-Card) is a charge card that may be used by University of Illinois System employees for point-of-sale purchases. Qualified supplies and/or small equipment costing \$7,500 or less can be purchased with a P-Card.
- Present the system's [Tax Exemption Letter](#) and/or Tax Exemption Identification Number (embossed on the P-Card) when making purchases from vendors registered in Illinois or in any of the reciprocal exemption states ([18.6 Sales and Use Tax/Goods and Services Tax](#)).
- Perform all required Cardholder transaction reconciliation functions in Chrome River (see [P-Card Job Aids](#)).

- Prohibited items can be found here, <https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=92162#prohibited-purchases>
- Restricted items can be found here, <https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=92162#restricted-purchases> – note software and electronic services require BOTH a **P-Card Exception Request form** and **Software/Electronic Services Purchase by P-Card form** to be submitted to Card Services for approval **PRIOR** to purchasing.

IBUY REQUISITIONS/PURCHASE ORDERS

This is for specific purchases that are not allowable on P-cards, T-cards, or if the vendor doesn't take credit cards, and if a contract is required. The TBH-BSC will submit your purchase requisition (routed to them via the [Purchasing App](#)). Then, after review by Purchasing, the requisition will be sent to the vendor as a purchase order. The following information is required:

For items not available in online catalogs

- Obtain a Quote
- Description of services, what, when, where, and why

****If you cancel a service (bus, catering, etc.), that required a purchase order, please let the TBH-BSC staff know so they can cancel the purchase order.***

VENDORS/INFORMATION AND FORM

<https://www.obfs.uillinois.edu/payments-vendors-students/vendor-setup-update/>

- **Unit** will email TBH-BSC to have a vendor added/check if vendor is already added. Unit will provide TBH-BSC with Vendor's name and email.
- TBH-BSC will complete the information in the box labeled "UI Unit Requesting Information" and route the form via **Adobe Sign**. **This is a smart form that requires answering all of the questions until you get to a signature request for domestics or a tax form request for foreign nationals.**
- Foreign Vendors must complete the Vendor Information Form, also complete, and sign the appropriate W-8 form.
- If a vendor does not have computer access to complete the smart Vendor Information Form, they may use the paper vendor info form, <https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=158853>

The vendor can return the completed form to the Business Office for submission to Vendor Maintenance. Alternatively, the form may be mailed to:

OBFS UPAY Vendor Maintenance Group
 Illini Plaza Building Suite 210, MC-660
 1817 South Neil Street
 Champaign, IL 61820

- The University of Illinois will not disclose the vendor's Taxpayer Identification Number (TIN) without the vendor's consent to anyone outside the University except as mandated by law.

- Due to the confidentiality of tax identification numbers, documents containing this information, or banking information, should not be transmitted via email.
- Questions regarding this process may be emailed to uivendor@uillinois.edu.

CATERING

<https://www.obfs.uillinois.edu/purchases/purchases-types/catering-urbana-campus/>

University Catering is the preferred caterer for the University of Illinois at Urbana-Champaign events. University Catering is easy, convenient, and provides service to a wide range of locations including the I-Hotel Conference Center, the Illini Union, and the Alice Campbell Alumni Center.

- Benefits of using University Catering include:
 - An approved purchase order is not required.
 - The department's C-FOP is charged directly by University Catering.
 - The department does not need to collect a certificate of liability insurance from the vendor nor verify that the vendor is on the Insured Caterer's list.

What is a non-University caterer?

- A non-University entity (outside vendor) that serves food, beverages, and/or liquor at an event primarily attended by or open to the general public is considered a "caterer" for University of Illinois System purposes. Besides providing food, beverages, and/or liquor, the vendor typically provides set-up (including the use of caterer-provided equipment), food service/onsite preparation, and clean-up.
- Caterers are required to comply with U of I policy, including having proper certifications, licenses, and insurance.
- Due to onsite labor, vendor requirements, and contractual agreements, an approved purchase order is required.
- Examples of catered events:
 - Social Events
 - Official Receptions
 - Development events
 - Alumni Receptions

What is a non-catered event?

- A "non-catered" event consists of food/beverage delivery or drop off only. The delivery person does not provide onsite service. There is no set-up, no serving of food/beverage, and no clean-up. Vendors delivering food items for non-catered events are not required to be on the insured caterer's list. [Note: Some facilities have exclusive catering agreements that do not allow the drop-off of food and beverage items in the facility. Check with the facility to ensure drop-off food and beverages are allowed.]
- The Travel Card (T-Card) may be used for non-catered events when the vendor does not require a contract and the cost of the event is within the T-Card's single transaction limit. Please refer to the T-Card page on the OBFS website for more information.
- To provide food/beverage drop off for non-catered events, inclusion on the Insured Caterer's List (see below) is not required.

Important Catering Information

- For a complete explanation of catering definitions and insurance requirements, please visit the University Risk Management website.
- Alcoholic beverages may be purchased according to policy established in OBFS Policies and Procedures Manual, 8 Payments and Reimbursements. If a University of Illinois Urbana-

Champaign Unit or any unit using an Urbana Campus facility plans the sale or service of liquor/alcoholic beverages at the event, the **Urbana Campus Alcohol Management form** must be approved **prior** to your event. Please refer to the Campus Administrative Manual regarding the University of Illinois Alcohol Management Policy and for instructions and online submission of the Alcohol Approval Form.

- Insured Caterer's List
 - The insured caterer's list includes the vendors who currently meet the University of Illinois at Urbana-Champaign insurance requirements.
 - <https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=93164>

HONORARIUM

<https://www.obfs.uillinois.edu/payments/payments-non-employees/honorarium-payments/>

- We can only give an honorarium to the person and not the employer.
- If they want the employer to receive the honorarium, then it has to be a Contract/Service agreement signed beforehand.
- Foreign nationals may not be eligible for honorarium, so may have to be a services agreement. <https://www.obfs.uillinois.edu/payments-foreign-nationals/other-types-payments/honorarium-payments/>
- We will need to add the person receiving the honorarium as a **vendor**. To begin this process, we would need to have them complete the vendor information form. This should be done as soon as possible upon knowing they will visit. **See Vendors/Information Section.**

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SHIPPING - UPS

- UPS is the preferred vendor – contracted by University with a discount.
- This should be used at all times, unless there are extenuating circumstances.
- Use CampusShip to generate a mailing label.
 - User guide for CampusShip can be found [here](#).
- Pay for each label with P-Card. You will need to enter card information.
- We should not be charged pick up costs, if you are, please let TBH-BSC know.

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T-CARD

<https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=90324#>

- The University of Illinois T-Card is a charge card authorized by the Department Head. It may be used by university employees to purchase qualified travel expenses, business meals and/or refreshments for specific events.
- The University uses Chrome River to manage all T-Card transactions.
- When creating a Chrome River Expense Report (ER) of T-Card charges, put all charges associated with the same event/business justification in one ER.
- Title should include Last Name of person and location for travel/title of event and date.
- Make sure to include a good justification/**benefit to the University** in the Business Purpose/Justification in the Header. This should contain: Who, What, When, Where and Why. More information is better
- Providing this information helps the expense report to not be rejected and helps for the future if someone needs to look at the expense report for reference.

GIFT CARDS

<https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/determine-allowability-gifts-awards>

Gift cards may be given when the business purpose for the gift, prize, or award supports the primary missions of the system.

How to Purchase and Process

Purchase monetary gift cards/certificates using:

- A program advance - Consult [8.3.1 Open a Program Advance](#). (TBH-BSC will handle advance)
- Reimbursed personal funds - Consult [8.2.2 Request Reimbursement for Items Purchased on Behalf of the University](#).
- **Do NOT use a P or T card to purchase gift cards.**

Allowable Funds

Self-supporting (when related to the generation of the fund's revenue) gift, endowment income, or service plan funds.

Taxable

Gifts, prizes, and awards may be taxable and must be reported to University Payables if \$100 or more. Consult [Tax Implications for Payments and Non-Cash Reportable Benefits](#) for additional information.

Financial Aid

When students receive gift cards, you must report student's name, UIN, what was given and the amount of the gift to the Financial Aid office

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STUDENTS

- Students should not purchase any University items with their own funds. If items are to be paid for with University funds, the purchase should be processed by the unit or TBH-BSC.

CONTRACTS

<https://www.obfs.uillinois.edu/contract/uiuc>

- Never sign anything on behalf of the University.
 - Exceptions include:
 - Credit card authorization for a hotel
 - Rental space at iHotel or Alice Campbell.
- **Anything else requiring a signature needs to go through TBH-BSC and then OBFS.**
 - Please make sure to point out to TBH-BSC if something needs special payment (prepayment/deposit, NET terms etc.)
- **Service Contracts** are done by TBH-BSC. Please provide them with the following information and they will prepare the contract and email it to the vendor to sign. Service contracts need to be done **BEFORE** the service starts.
 - Name of Vendor
 - Services they will provide, be detailed
 - Amount they will be paid
 - Dates of Service

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- Email, Telephone, Address of Vendor

CONVOCATION

All event planning is done by the **Unit**. Typical purchases that go through TBH-BSC (contract required):

- Music
- Catering
- Rentals – tents, chairs, etc.

DOMESTIC TRAVEL

There are several resources you can use for domestic travel.

- Corporate Travel – iTravel booking tool, click here for [Registration](#).
- Greyhound/Amtrak are the preferred transportation between campuses. To reduce costs and environmental impact, the preferred method of travel between the Chicago and Champaign and the Chicago and Springfield campuses is Amtrak or Greyhound. The state employee discount on Amtrak reduces the cost of one-way travel.
- Lodging
 - Employees must always request the lowest available rate when making hotel reservations. Before making a reservation, check the list of allowable rates to be sure the cost meets these requirements. For additional information about University of Illinois System policies on lodging and travel, see OBFS Policies and Procedures Manual, 15 Travel.
- Carpool
 - System passenger vehicles for use while on system-related business are assigned by the Transportation Facility for Garage and Car Pool for UIUC. For rates, instructions, insurance information, locations, and hours see these sites: UIUC Cars and Trucks. There are driver requirements for employees to qualify to drive system motor vehicles. Refer to OBFS Policies and Procedures Manual, 15 Travel for information on driver and department responsibilities.

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FOREIGN TRAVEL

- See the TBH-BSC Office for their *Field Trip/Study Abroad Travel* document.

CHARTER BUS/TRANSPORTATION

- Peoria Charter Coach Co. is the contracted charter bus service provider for the University.
- Units may make arrangements with other University-approved vendors, see list here, <https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=95244>
- Quotes should be obtained that contain the following information:
 - Date(s) and time(s) of trip to be taken
 - Destination
 - Number of passengers (to determine size and number of buses)
 - Type of bus required - luxury or school bus
- Provide the quote to TBH-BSC (via the [Purchasing App](#)).
- Payments will be made net 30 days after completion of the trip

FURNITURE

<https://www.obfs.uillinois.edu/purchases/purchases-types/furniture/>

Items that fall under the category of office furniture include economy, moderate and high-end office furniture in wood, laminate and metal, accessories to office furniture, and services (i.e., installations, set-up, design, product management, warehousing, etc.). Anything over \$500 has to go through one of these vendors.

- Office furniture contract vendors are:
 - Allsteel, Inc.
 - Haworth, Inc.
 - Kimball Office, Inc
- Classroom Furniture contract vendors:
 - Krueger International, Inc.
 - Knoll Inc.

Restrictions

- Urbana-Champaign, any single purchase containing a furniture item over \$500.00 must be purchased using a Banner requisition.
- In Urbana only, when purchasing panel system office dividers, a University designated approver must review and approve all layout drawings.
- In Urbana only, when purchasing a metal furniture style other than the campus-standardized contracts, please review the Campus Administrative Manual.

TENT RENTAL

<https://www.obfs.uillinois.edu/purchases/purchases-types/tent-rental/>

The UIUC Purchasing Division has negotiated a University master contract for the rental of tents and associated items with [Herriott's](#) per award of Invitation for Bid (IFB) 1RMJ1907. This contract includes terms and conditions that protect the University and allows payment with the [University P-Card](#) for rental of tents and associated items. All rentals of tents and/or associated items covered under this contract are for University-funded activities only, both by departments and recognized student organizations.

Note : *This contract allows P-Card for tent rentals and associated items with Herriott's only. It does not allow payment with P-Card to any other tent rental providers.*

To use the master contract, departments initiate the rental of tents and/or associated items directly with Herriott's. To ensure availability, departments should contact Herriott's as far in advance as possible.

- Departments can view [Herriott's](#) website for rental items, then call or email Herriott's to place their order. The following information will be required to obtain a quote:
 - Date(s) and time(s) for tent delivery, set-up and pick up**
 - Location(s) for tent set-up
 - Number and size of tent(s)
 - Any associated items and quantities

***Allow one full day for delivery/set-up and one full day for pick-up. When scheduling your event, plan delivery for the day prior to the event and allow time to decorate. Departments*

should schedule pick-up for the day after the event, allowing time to clear items out of the tent.

- Herriott's will email a rental order to the department contact. **Note:** if the rental order total exceeds the Cardholder's single transaction limit (**\$7,500**), an [Exception Request Form](#) must be submitted to UPAY Card Services for approval *ten days prior to making the purchase*. P-Cardholders should check with their Department Card Managers to learn their single transaction limit. Allow ten business days to process an Exception Request.
- To confirm the rental order, departments must download the [University Tent Rental Agreement](#) located on the OBFS website. Using the information provided by Herriott's rental order, complete the agreement, review it for accuracy, obtain an authorized departmental signature, and forward it to Herriott's (see below), keeping a copy to attach to the original P-Card order log and receipt.
- At the end of the rental period, Herriott's will provide the department with a final invoice summarizing all rental charges. The department reviews the final invoice for accuracy, then contacts Herriott's to authorize payment on a P-Card and obtain a receipt. (The P-Card number may not be stored by Herriott's. The P-Cardholder must communicate their account number to Herriott's for each invoice/event.)
- Departments **must** keep a copy of the University Tent Rental Agreement and the original receipt for P-Card reconciliation.

CAR RENTAL

<https://www.obfs.uillinois.edu/travel/car-rental/>

Contracted Providers

University of Illinois System employees receive discounted rates on rental vehicles from National and Enterprise. Effective August 1, 2018, Damage Waiver coverage is included with University business rentals only.

- National
- Enterprise

Optional Damage Waiver (DW)

When renting a car, do not accept the Optional Damage Waiver (LDW or CDW) unless you are renting a car in a foreign country while on system business. For travel within the United States, when the U of I System corporate ID number is used, the optional Loss Damage Waiver (LDW) is included in the negotiated agreement with National and the optional Collision Damage Waiver (CDW) is included in the agreement with Enterprise. No other car rental company offers this waiver. This charge is **not reimbursable** as a travel expense except when renting a car in a foreign country while on system business.

UIUC CARPOOL

<https://my.fs.illinois.edu/fsportal/portal/>

Great Vehicle Selection

- More than 200 vehicles available.

Convenient Online Reservations

- Reservations can be made 24/7 through my.FS.Portal using a university CFOP account number.

Competitive Prices

- [Current Rates](#)

Sustainable Options

- Compact sedans include the Toyota Prius, Ford C-Max, and Chevrolet Volt. Chevy Volts will travel up to 40 miles on electricity and more than 300 miles on a full tank of gas. No training is required -- just get in and go!
- The Ford Fusion is available for customers needing a full-size sedan.

GPS is a free service to our customers. Just request a GPS when you pick up your vehicle. Limited quantities are issued on a first come, first served basis at the time of vehicle pickup. All Car Pool vehicles may also use the I-Pass tollway lanes at no additional cost.

Types of Vehicles

- Compact Sedans
- Sedans
- Mid-Size Vans
- SUVs
- 15-Seat Van
- Work Trucks

Email template for Business Office to gather requestor information to submit in F&S Portal:

In order to assist with a carpool reservation, here's the information I need-

- *Type of Vehicle Requested:*
- *Pick Up Date and Time:*
- *Return Date and Time:*
- *Destination:*
- *Reason for Trip:*
- *Driver's Name:*
- *Funds/CFOP paying for the rental*

Please note- If you are requesting a 15 passenger van, the driver has had to take training. If your intended driver has taken the training in the past, it's my understanding that the training doesn't expire

PASSENGER VEHICLES - Mileage

<https://www.obfs.uillinois.edu/travel/passenger-vehicles/>

Mileage reimbursement for a personal vehicle is **\$0.67** per mile as of January 1, 2024

- Employees may be reimbursed for the use of their personal passenger vehicle while on approved system business at **\$0.67** per mile (as of January 1, 2024).
- For additional information and policy on using personal passenger vehicles, see [Section 15, Travel](#) of the Business and Financial Policies and Procedures manual.

Preferred Transportation between Universities

In order to reduce costs and environmental impact, as well as improve productivity, the preferred method of travel between Chicago and Urbana-Champaign is UI Ride. The preferred method of travel between Chicago and Springfield is Amtrak or Greyhound.

Scheduling Inter-University Transportation and Meetings

For travel between Chicago and Urbana-Champaign, the intercampus shuttle service, UI Ride, is the preferred mode of transportation. Meetings should be planned around the UI Ride schedule whenever possible. https://www.uillinois.edu/uiride/routes_and_schedule

For travel between Chicago and Springfield, meetings should correspond with Amtrak's schedule:

For Chicago - start after 10:30am; end by 6:00pm

For Springfield - start after 10:45am; end by 6:30pm

The preferred method of travel between Chicago and Springfield is Amtrak or Greyhound. The state employee discount on Amtrak reduces the cost of one-way travel:

- Between Chicago and Champaign: as low as \$14 vs. \$73 for a personal vehicle
- Between Chicago and Springfield: as low as \$21 vs \$111 for a personal vehicle

For information on making reservations go to: <https://www.obfs.uillinois.edu/travel/bus-rail/>

COMPUTERS/MONITORS

Computer Hardware Recommendations: <https://answers.uillinois.edu/page.php?id=63271>

- TBH-BSC oversees the purchasing of computers/monitors.
 - The Unit/Professor/Staff will work with the IT department for a quote.
 - Unit/Professor/Staff will submit the quote in the [Purchasing App](#)
 - Once TBH-BSC has the quote, they will order the equipment.

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SOFTWARE PURCHASING

The University has implemented new security and risk assessment requirements for purchasing software. To be in compliance with these changes, we've updated and clarified the process in the attached step by step guidance. If you are looking to purchase any sort of software or electronic services, please don't hesitate to reach out to the Business Office in advance to confirm what may be needed to meet university requirements. The Department Card Manager can assist with form completion and routing to Corporate Card offices for reviews.

1. Once software is identified, submit a ticket to go.illinois.edu/mitshelp with software and vendor name, license type, number of licenses needed, link to website if possible.
2. MITS and end user will complete [Vendor Risk Assessment](#)
3. While waiting for approval, end user will request a quote from vendor (if applicable).
4. Once risk assessment is approved:
 - If there are no terms and conditions and no signature is required, and you hold a P-Card: Proceed to Step 5. OR
 - If there are terms and conditions and/or signature required OR you don't have a P-card, submit request via [Purchasing Application](#) including quote, terms and conditions, and risk assessment approval.
5. **Prior to any P-card purchase, all necessary forms must be submitted and approved by UPAY Card Services cco@uillinois.edu**
 - Cardholder will complete a [Software Purchased by PCard \(SPP\) form](#).
 - Cardholder will also need to complete a [PCard Exception form](#).
6. Once order is processed and software/licenses received, cardholder will provide license details, dates, and renewal information to MITS via the ticket created in step 1.
7. MITS will work with Webstore to set up hosting if needed and provide renewal reminders.

MEAL GUIDANCE

for the individual who will be responsible for paying for the business meal on their T-card or with personal funds to get reimbursed.

University Policy Requirements

- The allowable maximum expenditure for business meals, receptions, and refreshments is **\$75 per person per meal including alcohol but excluding tip**
- Do not tip more than 20%
- University is tax exempt. Show exempt form (attached page 2) and request tax removed from bill. Most restaurants will not remove the tax, but asking is required.
- (Unit may need to include depending on funding sources) Separate detailed receipts will be needed if there is alcohol. Alcohol needs to be on a separate receipt.

Supporting Documentation

Include the following information when following your unit's protocol on reimbursement or T-card expense reconciliation:

- The business purpose of the meeting/activity (how it benefited the System) as required by the Internal Revenue Service.
- Itemized receipt or invoice detailing all food and beverage purchases.
- The number of attendees.
- Affiliation of attendees. Do not list by name but indicate whether they were employees or non-employees.
- Whether alcohol was served.
- If employees only, please provide an agenda and reason for meeting needed to happen during a meal time.

UNIT HANDLES

- Purchasing supplies for Unit administration through iBuy or P-Card.
- Department Head/Associate-Assistant Dean travel arrangements, conference registrations
- Unit room reservations
- Field Trip arrangements
- Name Tags, Door plates, Name Plates - <https://my.fs.illinois.edu/fsportal/portal/>
- Ordering of Unit Keys or recoding of Door Access Codes - <https://my.fs.illinois.edu/fsportal/portal/>
- Event planning and all arrangements
- Lecture series planning and all arrangements

TBH-BSC HANDLES

- Agreements
- Contracts
- Service Contracts
- Non-preferred vendor catering
- Memberships
- Requisitions/Purchase Orders
- Procurement guidance and processing
- Travel Arrangements & Reimbursements for faculty/staff (non T-Card holders)
- Pinnacle (phones)
- Inventory
- Room reservations for Atrium, Gallery, and Plym (plus pin-up spaces in TBH)
- Facilities and Services requests
- Vendor Add Forms