

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 (<i>newspapers, magazines, journals, radio, tv, etc.</i>)		Primary	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
Baylor Student Organization Payments			Primary				NA
Books	Primary						Purchase Order
Business Cards, Letterhead, and Stationery Items	Primary						Purchase Order
Business Entertainment					Primary	Alternate	NA
Cash Award (Guests only)			Primary				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	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						
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
Maintenance Services	Contact Baylor Facilities Management						
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

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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						
Tuition Remission and Employee Benefits	Contact Human Resources						
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			Alternate		Purchase Order (preferred supplier) - Baylor Template (non preferred supplier)
Individual Travel					Primary	Alternate	NA
Non-Employee Travel/Expense Reimbursement		Alternate	Primary		Alternate		NA
Trophies and Commemorative Items		Primary		Alternate			Purchase Order
Vehicles		Primary					Purchase Order - Baylor Template
Vehicle Maintenance		Primary		Alternate			Purchase Order - Baylor Template
Visa Application Fees			Primary				NA
Visiting Scholars		Primary					Baylor Template