


































Ordering Method Matrix

Revised 11-30-23



www.bu.edu/sourcing

 Primary Method
  Secondary Method
  Tertiary Method

Category	Guided BUYing Catalog Order	Non-Catalog Request Standard	Non-Catalog Request Amount Based	Amazon Business	PCard	Travel Card	Internal Service Request (ISR)	Facilities Service Request (FSR)	Disbursement
Advertising Space, Copyright Permission									
Animals									
Amazon Business*									
Audit, Insurance, Legal Services, Credit Fees									
Banking Tax Services									
Student Books, Library Books									
Business Consulting Training Services									
Construction, Architecture Services									
Events, Meeting, Catering Services									
Charter Bus Services									
Computers									
Computer Accessories									
Conference Fees									
Chemicals, Dry Ice, and Gas									
Commercial Printing Services									
Controlled Substances, Radioactive Materials									
Copiers									


*Order from Amazon Business through Guided BUYing.

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Dental & Lab Supplies	★	●			■				
DNA Sequencing, Antibodies	★	●			■				
Dues, Memberships, Subscriptions, Sponsorship Fees‡					★				●
Equipment	★	●							
Entertainment Space & Tickets						★			
Fines, Penalties, Government Fees					★				●
Florist Services §					★				
Furniture		★							
Gift Cards	★								
Gifts, Apparel, Music Products		★		●					
Honoraria, Study Participants									★
Lab Environmental Services			★						
Logistics & Shipping Services			★						
Mailing, Postage (FedEx use PCard)					●		★		
Marketing & Graphic Design Services			●				★		
MRO, Custodial, Plumbing Products	●			■			★		
Office Supplies, Art Supplies	★	●		■					



‡Dues, Memberships, Subscription, Journals, Newspapers, Magazines, and Sponsorship Fees should be paid for with a PCard. If you need a one-time increase please submit the [PCard Temporary Limit Increase Form](#). # Entertainment pertains to event tickets, bowling, group activities.
 § WBUR large campaigns can be purchased using a **Guided BUYing PR**.
























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Performers, Speakers (w/ contract)									
Police Equipment, Security Details									
Printers, Printer Toner**									
Publishing									
Real Estate Payments, Residency Agreements									
Research and Online Service Subscriptions									
Research Related Consultants†									
Record Storage Services									
Relocation Services									
Software									
Software as a Service									
BU Branded Stationary, Business Cards									
Temporary Labor‡‡									
Textbooks, eBooks, Course Materials									
Travel Services									
Vehicles††									

**Toner for Ricoh machines is provided by Ricoh free of charge under active service contracts.

†Disbursements for research-related consultants engaged for <12 months and <\$25k, please use the [RCICR](#).

‡‡ Temporary labor is processed through TerrierTemps in [myBUworks](#), or contact BUTemps@bu.edu.

††New vehicle purchases shall be facilitated through [ARI Insights](#). Used vehicles shall be purchased from MHQ by submitting a Non-Catalog Standard PR in **Guided BUying**.