**Purchasing FAQ**

**Purchasing**

**Office Supplies: pens, pencils, stationery, manila folders, tapes, staples...**

Due to a contractual agreement with the university, all office supplies must be purchased through TODAY's Business Solutions.

To submit your requests for new office supplies:

1. Log into **UT Market** (EID Required), click TODAY'S Business Solution, look for the items you need, place them in a cart, and assign the cart to [David Hernandez](mailto:David.Hernandez@uta.edu).
2. Contact [Jennifer Kryska](mailto:Jennifer.Kryska@uta.edu) via e-mail or in person. You may also write down your office supplies order in the TODAY'S Business Solutions Order Form available in UTA 5.52, where ordinary office supplies are kept. Orders are placed every other week to minimize delivery.

Please do not purchase standard office supplies using your own funds. You will not be reimbursed.

**Non-Office Supplies: computer equipment, software, hardware, books, services provided by a company...**

**UT Market** is the preferred shopping destination for many non-office supplies as well. Faculty and staff are therefore advised to check there before shopping elsewhere.

The next most preferred option is to shop using your authorized **Amazon Business Prime** account. Details on how to obtain and use this account access can be found [here](https://www.amazon.com). For goods and services that can't be found in either UT Market or Amazon, you may submit a purchase request via email to [David Hernandez](mailto:David.Hernandez@uta.edu). Please remember to include specific links to your desired items/sources and to specify your intended funding source (startup account, grant x, etc).

It is recommended that you check with the IT Helpdesk first for software, computer and computer related equipment, for compatibility and licensing issues.

To ensure timely processing of your order, please submit your request to David Hernandez weeks in advance.

- Order with a value of $15,000 or less can be purchased quickly. Please submit your request at least three to five business days in advance. Depending on the vendor, nature and value of the order, we will either use the departmental procurement card to acquire the goods or process a purchase order.
- Order with a value of $15,001 to $50,000 requires that we solicit a minimum of three informal bids/quotes from at least one ethnic minority-owned business and one woman-owned business when available. Please submit your request at least five to ten business days in advance. Allow additional time for final approval by UT Purchasing Office and for delivery.
- Order with a value greater than $50,000 requires formal competitive bids/quotes solicited by the UT Purchasing Office. It takes several weeks to complete the formal bidding process, and issue a purchase order.

For more information on UT Austin Purchasing guidelines and procedures, please visit [UT Purchasing Office](https://www.utexas.edu/utpurchasing). Common causes of processing delays include: use of a vendor not already set up in the UT Vendor database, missing order information, and use of federal funds.

Please contact iSchool Chief Business Officer if you have any questions or concerns.

**Professional Services, Consulting...**

Prior approval through a Purchase Order, Business Contract, or Exempted Services Form is required for one-time, short-term, or sporadic services provided by an individual or unincorporated sole proprietor in any fiscal year. The nature, scope, and frequency of the services provided will determine if the individual providing the services will be treated as an independent contractor or a short-term casual employee.

Beginning September 1st, 2018, UT eliminated the APS/PBS form and standardized the process for Non-Employee Independent Contractor. As of now, services will either require a purchase order (PO) or business contract (unless exempted from procurement justification process).

For further information, please reference the [Independent Contractor (IC) Overview & Guidelines webpage](https://www.utexas.edu/utpurchasing) or [Purchasing Office’s FAQ](https://www.utexas.edu/utpurchasing/faq). Please contact [Ida Rahnamai](mailto:Ida.Rahnamai@uta.edu), (512) 471-8290, for first steps in this process. All forms must be approved prior to the performance of the services.

**Mechanical Turk**

Please complete the [Amazon Mechanical Turk Request Form (PDF)](https://www.mturk.com) if you are interested in using this service.