



Ordering Supplies and Materials

Below is a list of general guidelines to assist you in ordering supplies and services through the University. There are three basic ways that orders for merchandise can be processed to vendors.

- 1) Your first option is to use a University purchasing card. Following is a list of items which may be purchased this way:

Conference and registration fees, library acquisitions, maintenance & repairs, Merchant's Rent-a-car, postage, printing and copying (off campus), subscriptions, supplies, cylinder gasses, food purchases from grocery stores for business meetings or demonstrations, advertisements (excluding help wanted). For more information on Purchasing cards log onto Purchasings' web site at http://www.finadmin.unh.edu/pol_proc/chapter_09/toc_09.html

- 2) Your second option is to send prepayment directly to the vendor ie – memberships and dues, meals, honoraria and all of the above (if you don't have a purchasing card).

If you wish to process orders for any of the above items please provide us with the following information:

Either – A completed form from the vendor which includes the remittance address and pricing documentation for items you are ordering.

Or – You must provide us with a copy of pricing documentation from the source you are ordering form in order to verify the amount listed. This documentation must include info on where to order from, address, company, etc.

Or – An original invoice from the vendor.

- 3) Any other items you wish to purchase must be ordered using a University purchase order. Purchase orders are processed through the UNH/USNH Purchasing Office then mailed directly to the vendor. We need the following information in order to process your requests:

- 1) Vendor Name, address, phone number and federal ID#
- 2) A Substitute W-9 form if they are a first time vendor
- 3) Person Requesting Order

- 4) Ship to Address
- 5) Item numbers (if applicable) and description of merchandise ordered
- 6) Quantity
- 7) Unit cost and total cost

Please be advised that orders totaling \$10,000 or more fall under the bid regulations of the University, which will need to go through Purchasings' formal bid process. This doesn't include contracting with hotels or businesses for workshops and/or meetings.

Publications

When requesting orders for publications please complete a "Request for Educational Materials" form and forward to the appropriate Program Leader for approval/signature.

On Campus Purchases

There are also several departments on campus from which you can order goods and services. Examples are Printing Services, UNH Computer Store, Telecommunications, Dining Services and Mail Services. When dealing with these offices it isn't necessary to involve the UNH Purchasing Department and you may obtain a purchase order directly from your BSC which enables you to make the necessary purchase.

Guidelines for Use of Independent Contractors (Service Provider)

The Independent Contractor Agreement is to be used when engaging the professional service (totaling \$600 or more) of non-USNH employees. The services include, but are not limited to, artisans, musicians, craftspersons and sport officials. Forms are also available if the agreements need to be amended to extend the time period or increase the fees.

One-time services, generally one or two days in duration, do not require an agreement (regardless of amount). One-time services would typically include workshops, presentations, performances (musicians and other similar services). If you need additional information on whether you need a contract or not please log on to Purchasings' web site at <http://www.unh.edu/purchasing> .