



Purchasing Matrix

Purchasing Process

Commodity	Commodity Approver	Purchasing Process		Preferred Vendors	Contact
		Item \$2,000 or less Order: \$5,000 or less	Over \$2,000 Over \$5,000		
Apparel-Athletic	Auxiliary Services	Departmental Charge	Purchase Requisition	adidas adidas* Champion Columbia MV Sport	purchasing@wabash.edu
Apparel-Other	Auxiliary Services	Departmental Charge	Purchase Requisition	Russell B&H Photo, Video, and Audio	purchasing@wabash.edu
Audio-Visual & Electronics	Information Technology	Purchasing Card	Purchasing Card	Pro	helpdesk@wabash.edu
Books-Text	Auxiliary Services	Departmental Charge	Purchase Requisition	MBS Direct	purchasing@wabash.edu
Books-Desk Copy	Auxiliary Services	Departmental Charge	N/A	MBS Direct	purchasing@wabash.edu
Books-Trade/Reference (Single)	N/A	Purchasing Card	N/A	Amazon Business Prime	purchasing@wabash.edu
Books-Trade/Reference (Multiple)	Auxiliary Services	Departmental Charge	Purchase Requisition	Ingram	purchasing@wabash.edu
Catering Services	N/A	Departmental Charge	Purchase Requisition	Bon Appetit Hewlett Packard	catering@wabash.edu
Computer Hardware	Information Technology	Purchasing Card	Purchase Requisition	Apple	helpdesk@wabash.edu
Computer Peripherals	Information Technology	Purchasing Card	Purchase Requisition		helpdesk@wabash.edu
Computer Software	Information Technology	Purchasing Card	Purchase Requisition		helpdesk@wabash.edu
Consulting Services (Corporate)	Auxiliary Services	Purchase Requisition	Purchase Requisition	N/A	purchasing@wabash.edu
Consulting Services (Individual)	Auxiliary Services	Contracts	Purchase Requisition	N/A	purchasing@wabash.edu
Equipment-Scientific	Auxiliary Services	Purchasing Card	Purchase Requisition	VWR	purchasing@wabash.edu
Equipment	Auxiliary Services	Purchasing Card	Purchase Requisition	Krueger International (KI) OfficeWorks	purchasing@wabash.edu
Furniture	Auxiliary Services	Purchase Requisition	Purchase Requisition	Sauder Education	purchasing@wabash.edu
Hazardous Material Disposal	Chemistry Lab Manager	Purchase Requisition	Purchase Requisition		burkeb@wabash.edu
Lab Gases	Chemistry Lab Manager	Purchase Requisition	Purchase Requisition	Air Gas	burkeb@wabash.edu
Lab Supplies	Lab Managers	Purchasing Card	Purchase Requisition	Miscellaneous Suppliers	
Office Supplies Stocked	Auxiliary Services	Departmental Charge	Departmental Charge	Staples Advantage	purchasing@wabash.edu
Office Supplies Other	N/A	Purchasing Card	Purchase Requisition	Staples Advantage Amazon Business Prime	purchasing@wabash.edu
Paint and Supplies	Campus Services	Purchasing Card	Purchase Requisition	Sherwin Williams	purchasing@wabash.edu
Paper-Office, Folders, Portfolios	Auxiliary Services	Departmental Charge	Departmental Charge	Contract Paper Group Roaring Springs	purchasing@wabash.edu
Personal Services (Individual, Speaker, Performer)	Auxiliary Services	Contracts	Contracts	N/A	purchasing@wabash.edu



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Printing Services	Communications & Marketing	Purchasing Card Departmental Charge	Purchase Requisition	Fine Line Printing Team Pride	communications@wabash.edu
Promotional, Emblem Goods	Auxiliary Services	Purchasing Card	Purchase Requisition	Other	purchasing@wabash.edu
Rentals-Table, Chairs	Auxiliary Services	Purchasing Card	Purchase Requisition	A Classic Party Rental Ace Hardware	
Tools, Hardware, Maintenance Supplies	N/A	Purchasing Card	Purchase Requisition	Home Depot Lowe's Home Improvement	purchasing@wabash.edu
Travel-Group	Travel Coordinator	Contracts	Contracts		travel@wabash.edu
Travel-Individual Business Travel	Travel Coordinator	Purchasing Card	Purchasing Card		travel@wabash.edu
Travel-Vehicle Rental	Travel Coordinator	Purchasing Card	Purchasing Card	Enterprise Rental	motorpool@wabash.edu
Toner Cartridges	Auxiliary Services	N/A	N/A	Indiana Business Equipment	purchasing@wabash.edu