



## Purchasing Matrix

### Purchasing Process

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



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Promotional, Emblem Goods	Auxiliary Services	Departmental Charge	Purchase Requisition	Team Pride	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Rentals-Table, Chairs	Auxiliary Services	Purchasing Card	Purchase Requisition	Other	
Tools, Hardware, Maintenance				A Classic Party Rental	
Supplies	N/A	Purchasing Card	Purchase Requisition	Ace Hardware	
Travel-Group	Travel Coordinator	Contracts	Contracts	Home Depot	
Travel-Individual Business Travel	Travel Coordinator	Purchasing Card	Purchasing Card	Lowe's Home Improvement	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Travel-Vehicle Rental	Travel Coordinator	Purchasing Card	Purchasing Card		<a href="mailto:travel@wabash.edu">travel@wabash.edu</a>
Toner Cartridges	Auxiliary Services	N/A	N/A	Enterprise Rental	<a href="mailto:travel@wabash.edu">travel@wabash.edu</a>
				Indiana Business Equipment	<a href="mailto:motorpool@wabash.edu">motorpool@wabash.edu</a>
					<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>

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