Are goods or services available from existing UA Approved Standing Contract? Search Approved Contracts

Are goods or services available from buyBAMA eProcurement catalog vendor? Current catalog vendors shown in buyBAMA Marketplace after login

Can the goods or services be purchased using a P-Card?

Are goods or services from a Sole Source?

Are goods or services MORE than $15,000?

NOTES:
1) If your Purchasing need does not fit any of the above processes, please contact the appropriate Senior Buyer for guidance.

Order Placement Methods

Process and complete transaction through buyBAMA eProcurement catalog

Complete purchase of goods or services (outside of buyBAMA) using P-card in compliance with P-Card Policies and Procedures

Initiate Purchase Order (non-catalog transaction) through buyBAMA (attach all applicable documents)

Contact Senior Buyer associated with commodity for guidance with competitive bid process and appropriate Order Placement and payment method thereafter.

Submit a Sole Source Justification letter to appropriate Senior Buyer for approval. Senior Buyer to advise appropriate Order Placement and payment method thereafter.

Complete acquisition process per Contract Management Professional Services guidelines

Typical Payment Methods

All buyBAMA catalog transactions are paid using University P-Card. All completed P-Card transactions are to be reconciled through Concur Expense

All completed P-Card transactions are to be reconciled through Concur Expense

All vendor invoices against Purchase Orders should reference the P.O. number and should be submitted to Accounts Payable for payment: acctspay@fa.ua.edu
Additional Clarifications:
1) Items must be received in buyBAMA in order to be paid
2) Invoices against P.O.’s should not be submitted via Concur Invoice

All professional services should be paid using Concur Invoice payment request

Procurement Services | Purchasing Department | 205-348-5230 | purchasing.ua.edu