

Prior to Purchase

Obtain Supervisor approval.
[Entomology Workday Guide](#)
Procurement Decision Tree:

I need to buy something...

Can a University Department provide the good or service?

Internal Order

Workday – Request to procure goods and/or services

Is the good or service available from Buckeye Buy?

Buckeye Buy

Workday – Request to procure goods and/or services

Is this a product or service from a specific supplier and under the bid limit?

Non-catalog Request

Workday – Request to procure goods and/or services

Is the good or service allowable on a Department or OSP Pcard?

Pcard

Email Baker.440 to obtain pre-approval: Pcard Manager does WD Expense Report

Is this a unique product or service from a specific non-OSU supplier?

Supplier Invoice Request / Miscellaneous Payment

Prior to Purchase

All purchases require fiscal pre-approval thru Workday or email.

After Purchase

Within 1 week of purchase, upload all receipts/invoices to Workday

Purchasing Resources

Purchasing – Office of Business and Finance
<https://busfin.osu.edu/purchasing>

Workday
<https://www.myworkday.com/osu/login.html>

Administrative Resource Center (ARC)
<https://admin.resources.osu.edu/workday>

Procuring Goods and Services
<https://admin.resources.osu.edu/workday/workday-for-core-users-finance/procuring-goods-and-services>

Create a Requisition to Procure Goods & Services Job Aid
<https://admin.resources.osu.edu/workday/workday-for-core-users-supply-chain/create-a-requisition-to-procure-goods-services>

Find Internal Suppliers Job Aid
<https://admin.resources.osu.edu/workday/workday-for-core-users-supply-chain/find-internal-suppliers-by-catalog-and-inventory-status>

Buckeye Buy User Guide
<https://busfin.osu.edu/buy-schedule-travel/purchasing/purchase-products/buckeye-buy/buckeye-buy-user-guides>

Pcard Website
<https://busfin.osu.edu/buy-schedule-travel/pcard>

Pcard Policy
https://busfin.osu.edu/sites/default/files/223_purchasingcard.pdf

Purchasing Policy
https://busfin.osu.edu/sites/default/files/221_purchasing.pdf

[Entomology Workday Reference Guide](#)

Reminders + Tips

- ❖ Use appropriate Pcard- Department or [OSP](#)- based on the funds that will be used in the Workday (WD) Pcard Expense Report.
- ❖ Be as descriptive as possible in your business purpose; who, what, where, when and why?
- ❖ All purchases should be tax exempt.
- ❖ Be frugal when making purchases.
- ❖ Original, itemized, zero-balance receipts are required.
- ❖ Expense Reports for meals and food must include the Food and Beverage Business Meal Form & a list of all participants. Gratuity limited to 20%.
- ❖ When possible, the Pcard should not be held overnight. The Pcard cannot be taken out over the weekend.
- ❖ Pcards cannot be used for airfare, compressed gas, OSU branded items.
- ❖ Pcards are 4th procurement choice, check with internal & Buckeyebuy suppliers first.

DEPARTMENT OF ENTOMOLOGY |
PURCHASE GUIDE