Prior to Purchase

Obtain Supervisor approval. **Entomology Workday Guide**

Procurement Decision Tree:

- 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

**Entomology Workday Reference Guide**

**Purchasing Resources**

- Purchasing – Office of Business and Finance
  - [https://busfin.osu.edu/purchasing](https://busfin.osu.edu/purchasing)
- Workday
  - [https://www.myworkday.com/osu/login.html](https://www.myworkday.com/osu/login.html)
- Administrative Resource Center (ARC)
  - [https://admin.resources.osu.edu/workday](https://admin.resources.osu.edu/workday)

- Procuring Goods and Services

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

- Find Internal Suppliers Job Aid

- Buckeye Buy User Guide
  - [https://busfin.osu.edu/buy-schedule-travel/purchasing/purchase-products/buckeye-buy/user-guides](https://busfin.osu.edu/buy-schedule-travel/purchasing/purchase-products/buckeye-buy/user-guides)

- Pcard Website
  - [https://busfin.osu.edu/buy-schedule-travel/pcard](https://busfin.osu.edu/buy-schedule-travel/pcard)

- Pcard Policy
  - [https://busfin.osu.edu/sites/default/files/223_purchasingcard.pdf](https://busfin.osu.edu/sites/default/files/223_purchasingcard.pdf)

- Purchasing Policy
  - [https://busfin.osu.edu/sites/default/files/221_purchasing.pdf](https://busfin.osu.edu/sites/default/files/221_purchasing.pdf)

**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.