



General Contact: parioperations@purdue.edu

To ensure efficiency and accuracy please include a PARI Purchase Request Form for all procurement activity

PARI Purchase Request Form (link provided at a later date)

- Division – (not your academic department and not your project name)
- Quote/Invoice attached or embedded hyperlink to the item you want to purchase
- Address of location you would like to have the purchase delivered
- Vendor contact details – name, phone, and email address
- Statement included specifying how procurement activity benefits PARI and/or sponsored project
- Account Information – generally you can ask your PI for this if you don't already know it. If you have a mirrored account (2 numbers for the same account – please put both in).
- Signature approval – (can be an email approval but needs attached)
 - PI – Contract/Grant Accounts
 - Division Leader – Departmental Accounts
- Please combine all documents into one single pdf

Submit Form to parioperations@purdue.edu

You will receive email notifications from “Purdue Business Center” with a business request number confirming procurement center has received your request (See Example).

Purdue Business Cent...
Thank you for contacting u...
When replying, type your
text above this line.

Business Request Number:179272

Time Frame for Ticket Response

Requests are handled in the order in which they are received. Estimated time for response is within 48 business hours of receiving the order request

Subject Line

Should contain information on what type of Procurement activity is being requested

- Example of preferred naming conventions:
 - Pcard Receipt: Card # + Vendor Name + Amount
 - Place an Order: Order + Division Name+ Vendor Name + End Username
 - Invoice: Vendor + Invoice Number + Amount
 - Packing Slip return: Packing Slip + Division Name + PO number (if applicable)



General Notes

Only one vendor order per email to: parioperations@purdue.edu

- Please do not send multiple orders or list multiple vendors on a purchase request.
- Please do not use multiple tabs within the same excel document.
- Please send any follow-up questions by replying to the latest email ticket.
- [Parioperations@purdue.edu](mailto:parioperations@purdue.edu) is an internal email address. Please do not share with anyone outside of Purdue (including vendors).
- Please do not 'CC' parioperations@purdue.edu in your emails. *The email will be sent to an unassigned folder and may not be received.*
- Screenshots do not come through visually so please provide them as an attachment
- PARI Operations Team will choose the most efficient mechanism for payment
- Shipping Status- You will be provided a sales number /PO number after your order is placed. We provide this information so you can contact the vendor for shipping status. Please only ask for shipping details on an order when speaking to a vendor.
- Purdue has a list of preferred vendors; it is best practice to check these vendors first to see if they have something to fit your needs as it may result in preferred pricing. We can use vendors outside of this list. If this is a purchase on a grant or a contract, additional sponsor or agency regulation may apply. For questions contact your finance manager. Order request submitted without a vendor will be returned.
- Link to Ariba catalog vendors:
<https://www.purdue.edu/procurement/purchasing/catalog-orders/index.php>
 - **Amazon Business**
 - This catalog should only be used if departments cannot find a product needed in one of the strategically sourced catalogs listed below.
 - Do not use your PARI or PRF PCards on your personal Amazon accounts.
 - Do not place orders for work on your personal Amazon accounts and request reimbursements.
 - Prime memberships are not reimbursable
 - **Audio/Visual, Camera and Video Equipment**
 - **Cleaning Supplies**
 - **Computers and Supporting Equipment**
 - **Electrical and Lighting**
 - **HVAC**
 - **Laboratory Supplies and Gases**
 - **Medical Supplies**
 - **Office Supplies**
 - **Plumbing Supplies**
 - **Print Services**
 - **Printers and Supporting Equipment**
 - **Tools, Hardware Supplies, Repair Parts, and Equipment**



Computers

- PARI maintains an inventory of Computer and IT equipment that can easily imaged to specific security needs.
- All PARI professional new hires will be issued a PARI computer during the hiring process.
- Special requests outside the new hire process can be made by sending an email to parioperations@purdue.edu

International Software Purchases

- Before we proceed with placing the order, please be advised that this purchase may be subject to an additional 30% tax. This tax rate typically only applies to software license renewals from international vendors. The tax is calculated as 30% of the total purchase price. To calculate the potential price with this tax added, divide your purchase price by 0.7
- **Please Note:** This additional tax may not be applicable if the country of origin has a treaty with the United States -and- the supplier has a U.S. Tax Identification Number. Central Tax will confirm all these details and we will reach out to you with the total price (if changed) once confirmed.

International Vendors

These orders can take significant time to place, there will likely be a delay.

- If possible, please try to use a domestic vendor.
- Some sponsored funds do not allow international vendors to be used
- There are restrictions on ordering from certain countries
- Where possible please try to have vendor include shipping costs in their quotes

Order (over \$10K) including Capital Equipment

The requirements for purchasing orders over \$10K and capital equipment are determined on a contract-by-contract basis. Your PARI Finance Administrator will communicate which requirements are applicable to your specific contract.

All equipment orders will require a Special Purchase Form which will need to be signed by your PARI Finance Administrator. This will be routed to Central Procurement for review in accordance with the requirements for your specific contract.

[Special Purchase Form](#)

Packing Slips

Send all packing slips to parioperations@purdue.edu after you receive your orders within 48 hours. This will ensure vendors are paid timely.



Canceling or Returning Your Order

- If your order is cancelled or needs to be returned to the vendor, please contact parioperations@purdue.edu for next steps
- You may be responsible for shipping the items back to the vendor. If a return label is not provided by the vendor, Purdue has a process for shipping found at this link: <https://www.purdue.edu/materials/>. The form is completed and taped outside the package. You will give the package to your building deputy to send to MMDC. MMDC will create a shipping label based on the information completed on the form 23. You will need to contact your PARI Finance Manager for the account information.

Invoices for Payment

Send invoice for payment to parioperations@purdue.edu

Email should be addressed with the naming convention: Vendor – Invoice Number -Amount
Items to include would be:

- Purchase Request Form (Benefit to, PARI Account Info, Approvals, etc.)
- Itemized USD currency Invoice (can NOT pay from Statement)
- Any other supporting documents

PARI Pcard or PRF Pcard Transactions

Send required backup documentation within 3 days of the transaction to
parioperations@purdue.edu

- Your email should include the naming convention in the subject line: PRF or UNIV Card # + Vendor + Amount
- Purchase Request Form (Benefit to, PARI Account Info, Approvals, etc.)
- Itemized USD Currency Receipts (if no receipt available, missing receipt form is required)
- Any other supporting documents
- Questions regarding your PARI credit card outside of normal business hours can be answered by calling the 1-800 number on the back of your card.
- Hospitality purchases require a business purpose and attendee list
- Requests to increase the card transaction limit can be made to parioperations@purdue.edu

PRF Pcard Transactions

The PRF Card is intended to facilitate the efficient expenditure of PARI funds that would be unallowable on state appropriated funding. Funds set aside for these types of expense are established at the PARI Division level and will require approval prior to purchase. Your approval request should include a business benefit for this purchase, list of attendees (if applicable) and estimated cost. The approval email should be attached to your PARI Purchase Request form.

Gift cards, cash payments, prizes are subject to additional tax considerations. Please contact your PARI Finance Manager for more information.



The below list is a guide to determine which type of credit card is needed for your purchase. If you have further question about which type of credit card to use, please contact your PARI Finance Manager.

PRF Credit Card

Holiday cards
Beverages containing alcohol
Funeral flowers costing less than \$100.00 & sympathy cards for students, staff, and donors
Seasonal flowers to decorate common areas
Birthday, congratulatory, thank you cards for donors/alumni
Gifts for donors
Musicians not associated with PMO or University Band
Tickets to athletic events
Gift wrapping supplies
Travel expenses related to Bowl Games
Photo processing for events
Registrations for events that include meal containing alcohol
Recruitment activities

PARI Credit Card

Meals and refreshments for meetings
Meals with prospective donors or employees that do not include alcohol
Receptions for retiring employee of 15 years or more
Receptions for faculty, staff, and students when predominant number of attendees is students
Receptions to present acknowledgements or awards to faculty, staff, students, or alumni
Receptions to honor visitors, guests, or dignitaries
Receptions for opening of new exhibits
Musicians affiliated with PMO or University Band
Floral centerpieces for events (**no corsages or boutonnieres**)
Rental items for events (tables, chairs, linens)
Airfare for employees
Registrations for employees to conferences
Transportation expenses for speakers or guests (ex. Lafayette Limo)

Travel

PARI encourages all travel be booked using the employee's travel card. PARI will follow all Purdue Travel policies found here: <https://www.purdue.edu/procurement/travel/>



PARI Operations Specialists

We encourage email and electronic communication as we are working remotely and do not have a physical location on campus. If you need to speak with us, please send us an email (parioperations@purdue.edu) and we will follow up within our working hours listed below:

Patrick Cutter – 765-496-3728 - [Join Teams Convo w/ Patrick](#)
Tammy Haddock – 765-494-2618 – [Join Teams Convo w/ Tammy](#)
Monday – Friday
8:30a to 12:00p and 1:00p to 4:30p