

INDEX

1099 MISC	153	Code of Ethics.....	8
Access to KFS	67	Concealed Damage	142, 143, 151
Accounts Payable	157	Conference	24, 40
ACH.....	13, 67, 105, 150	Conflict	7, 36, 151, 152
Advertising	15	Conflict of Commitment	151
Agreement.....	138, 140, 148, 151	Conflict of Interest.....	7, 36, 152
Airfare.....	24, 50	Construction.....	13
Ambulance services	15	Construction Contracts	13
Amtrak	24	Consulting	157
Animals	3, 35	Consulting Agreements	135, 157
Approval	2, 13, 69, 89	Contacts	3, 156
APPS.....	59, 67, 89, 145, 152	contract ...	5, 9, 13, 15, 16, 21, 24, 26, 35, 39, 43,
APPS System Instructions ..	59, 67, 89, 145, 152	49, 50, 51, 52, 53, 54, 59, 67, 68, 73, 74, 81,	
Architectural Services	13	84, 85, 96, 102, 105, 107, 131, 132, 133, 137,	
Artist	86, 133	138, 140, 148, 151, 152, 153, 154	
Artwork	3, 101, 104, 148	Contract	13, 84, 131, 151, 152, 156
Association for the Assessment and		Contract Review.....	84
Accreditation of Laboratory Animal Care		Contract suppliers.....	9
International.....	92	Contracts for Services	3, 85, 132, 148
Athletic Event Official	15	Cornell Asset Transfer System	117
Award	15	Cornell Logo.....	101, 110
Banking	157	Cornell Name	3, 156
Behavioral Control.....	137	Cornell Sustainable Campus	116
Benefits Services	13	Cornell University Press	3, 105
Bid	2, 71, 73, 74, 151	corporate travel card.....	24, 33, 51
Bid Limits	67	Creating a Purchase Order.....	2
Bid Requirements.....	71, 73	Decision Flowchart.....	12
Bid Solicitations	71	Default Account.....	152
Bid Specifications	151	department charge.....	11
Bid Thresholds	71	Deposits	36
Bid, Competitive	151	Direct Payment, Architectural & Engineering	
Bid, Exemptions	72	Services	13
Bid, Request for Information	74, 154	Direct Payment, Construction Contracts	13
Bid, Request for Proposal	73, 154	Direct Payment, Energy and energy related	
Bid, Solicitation.....	2	financial instruments.....	13
Billing.....	138	Direct Payment, Insurance ...	13, 37, 79, 81, 131,
Blanket Order	154	138, 140, 156	
Books	19	Direct Payment, Investments.....	13
Bus	24, 50	Direct Payment, Legal services	13
business expense	5, 6, 14, 20, 152, 153	Direct Payment, Real estate	13
Business Expense 2, 5, 6, 14, 16, 24, 32, 36, 57,		Direct Payment, Treasury services/Debt/Banking	
151, 152, 153		13
Business Meal.....	151	disbursement voucher	5, 10, 11, 13, 26, 105, 146
Business Purpose	151	Disbursement Voucher .	2, 11, 13, 15, 22, 27, 29,
Business Service Center.....	58, 140, 151	49	
Business Travel.....	2, 24, 35	Disposal	3, 100
Cancellations.....	70	Diverse	9, 72, 115
Capital Assets	35, 117, 147, 156	Diverse suppliers	9
Capital Equipment.....	3, 147	Documentation.....	2, 57, 152
Capital Project.....	13	domestic.....	28, 31, 141
Catering	35, 51, 52, 73, 134, 151	Domestic	28, 29, 30, 50
CERCLA.....	95	Donations	15

Drug Enforcement Administration91
Dues..... 16
Editing.....86
EHS 89, 90
Emergency Order73, 89, 156
Emergency Situation 152
Employee152, 156
Employees2, 7, 8, 22, 24
employment agencies.....21
Employment Services 156
Energy3, 13, 96
Energy Procurement3, 96
Energy Star 82, 83
Engineering Services35
Entertainment.....7, 16, 140
Entry Permits.....2, 88
Environmental Health and Safety (see also
EHS) 89, 90, 94, 95, 156
EPEAT.....82
e-Procurement (see also e-SHOP) 152
Equipment3, 89, 100
e-SHOP 2, 5, 9, 15, 26, 36, 67, 68, 69, 70, 75,
76, 77, 82, 89, 152
e-SHOP (see also e-Procurement) .5, 11, 14, 32,
36, 75, 76, 152
Ethyl Alcohol2, 87
Event Space Rental51, 52, 73
Executed Contract, Athletic Event Official 15
Executed Contract, Entertainment 7, 140
Executed Contract, Translator 19
Export Controls3, 106
Family Member 152
Fellowship.....20
Film rental..... 16
Financial Control 137
Financial Institution 152
FOB (see also Terms and Conditions).....3, 142,
144
Food for Resale 16
foreign 19, 28, 30, 54, 106, 141
Foreign 30, 106, 141, 153
Foreign National153
Forest Stewardship Council82
Forms3, 137, 138, 148
Free on Board (see also FOB)..... 152
Freight Bills3, 16, 146
Freight Claims3, 142
Fume Hoods.....2, 90
Gift..... 16
Gifts7, 37
Goods 2, 4, 5, 8, 11, 36, 144, 153
Graphic Design.....86, 133, 148
Graphics Procurement 110
Green Seal82
Guest Lecturer..... 16

Health and Safety94, 150, 156
Herbert F. Johnson Museum of Art..... 3, 104
Honoraria 18
Honorarium 153
Human Participant Fees 19, 153
Human Resources Recruiting Services 73
Illustrator 86, 133
Inactive Procurement Card 153
Independent Consultant..... 148
independent contractor 15, 52, 129, 135, 137,
138, 155
Independent Contractor 137
Independent Contractor (see also Independent
Consultant) 138, 140, 153, 156, 157
**Independent Contractor/Consultant
agreement** 133
Inspection of Shipments 142
Insurance Requirements..2, 13, 37, 79, 80, 81,
131, 138, 140, 156
Internal Borrowing..... 114
Investments..... 13
Invoice Payment3, 145
Invoice Processing.....3, 145
IRS Form.....28, 30, 105, 153
Item Receiving 69
Joint Venture 135, 153
Journal 153
Lab Animals 92
Laminar Flow2, 90
Lease 113
Lease. External..... 113
Legal and Ethical Conduct.....7, 8
Legal Services 37, 156
License..... 20
Life Cycle Cost Analysis 82
Limousine 50
Liquor for Resale 19
Local.....9, 72
Local suppliers 9
Lodging 25, 50
Logo Approval..... 110
Magazines..... 19
Meals 40
Medical Services 37
Memberships 16
Memorandum of Understanding 11
MOU..... 11, 72
MOU (see also Memorandum of Understanding)
..... 72, 153
Narcotics2, 91
New York State Appropriated 102
New York State Appropriated Funds 102
New York State Contracts 72
New York State Preferred Sources..... 102
NFPA 95

Buying Manual

Subject: Quick Reference and Forms

Title: Index

Number: 904

Issued: June 10, 2009

Revised: May 10, 2016

Non-taxable Payments, Petty Cash Replenishment.....19

Non-taxable Payments, Postage19

Non-taxable Payments, Refunds20

Non-taxable Payments, Taxes21

Novelty110

Partial Payments36

Paying for Purchase Orders.....70

Payment . 2, 3, 11, 13, 15, 21, 22, 24, 50, 51, 78, 140, 144, 151, 153, 155, 157

Payment Approval..... 13, 151, 153, 155

Payment Method2

Payment Methods, Checks22

Payment Methods, Direct Pay2, 13, 15, 22

Payment Methods, Reimbursement.....20, 24

Payment Request System.....13, 157

pcard 5, 10, 11, 14, 15, 16, 19, 21, 32, 33, 34, 35, 36, 37, 38, 39, 40, 42, 43, 44, 45, 49, 50, 51, 52, 53, 54, 57, 58, 59, 60, 63, 64, 76, 154, 155

PCard 32, 41, 42, 44, 49, 53, 57, 59

pcard (see also Procurement Card)2, 14, 41, 42, 44, 45, 58, 59, 64, 154

pcard, Account Closure.....45, 59, 64

pcard, Blocked Vendor.....151

pcard, Cardholder54, 57, 151

pcard, Documentation2, 57, 152

pcard, Eligibility2, 33

pcard, Inactive153

pcard, Lost44, 45, 64

pcard, Prohibited Transactions ..2, 14, 34, 35, 57

pcard, Revocation154

pcard, Split Transaction154

pcard, Stolen44, 45, 64

pcard, Suspension of Card.....155

pcard, Threshold33

Performer 20, 85, 86, 132, 140, 148

Periodical19

Permission Fees.....21

Permit20

Personal Expense38, 153, 154

Pest Control38

Petty Cash.....19, 27, 29, 31

Photographer.....86, 133

PO 2, 5, 10, 11, 27, 28, 30, 31, 49, 67, 68, 69, 70, 150, 154

PO Amendments69, 70

Poison Inhalation Hazards3, 95

Postage19

preferred supplier6, 9, 10, 72, 113

Preferred Supplier5, 38, 72, 153

Preferred Supplier Agreements72

Preferred suppliers9

procurement card ... 5, 11, 14, 15, 16, 19, 21, 24, 32, 33, 35, 36, 37, 38, 40, 41, 42, 43, 44, 45, 49, 57, 58, 59, 60, 64, 89, 151, 152, 153, 154, 155

Procurement Card (see also pcard)2, 14, 41, 42, 44, 45, 58, 59, 64, 154

Procurement Card Coordinator..... 58, 154

Professional Organizations16

Professional Services agreement133

Progress Payments.....69

Prohibited Transactions2, 14, 34, 35, 57

Proof of Insurance79

Public Utilities.....20

purchase order..5, 10, 11, 14, 15, 21, 30, 31, 32, 49, 51, 52, 53, 67, 69, 70, 73, 74, 76, 85, 103, 104, 105, 113, 131, 134, 135, 145, 150

Purchase Order...2, 5, 11, 13, 14, 24, 27, 30, 32, 34, 49, 67, 69, 70, 78, 81, 89, 104, 138, 140, 143, 145, 151, 154

Purchase Order Process2, 34, 72

Purchase Order Types.....73, 89, 151, 154, 156

Purchasing Agent..10, 67, 72, 73, 74, 81, 84, 85, 89, 153

R5 Operations117

Radiation Safety.....38, 89

Radioactive Materials2, 38

Real Estate13, 38, 157

receipt32, 41, 42, 44, 51, 57, 59, 63, 69, 142, 145, 152

Receipt.....154

Receiving3, 142

Receiving, Concealed Damage142, 143, 151

Receiving, Damage in Transit.....142

Receiving, Inspecting Shipments.....3, 142

Receiving, Loss in Transit.....142

Receiving, Return of Goods to the Vendor....143

Receiving, U.S. Customs Clearance3, 141

Recycled Products.....72

Recycling3, 100

Refund.....27, 29, 31

Refunds.....20

Registration21

Reimbursement.....20, 21, 24, 29, 31

Rental Cars25

Request for Information (see also RFI) ...74, 154

Request for Proposal (see also RFP).....73, 154

Request for Quotation.....73, 154

Requirements for Initialing and Signing

 Contracts85

Respiratory and Hearing Protection.....3, 94

Responsibilities ..3, 24, 31, 57, 67, 74, 84, 106, 107, 109, 140

Restaurant52

Restaurants21

RFI (see also Request for Information)....73, 154

RFP (see also Request for Proposal).72, 73, 74, 154

Buying Manual

Subject: Quick Reference and Forms

Title: Index

Number: 904

Issued: June 10, 2009

Revised: May 10, 2016

RFQ (see also Request for Quote)73, 154
Risk Management .. 13, 37, 79, 81, 84, 131, 138,
140, 154, 156
Royalties.....21
Search Firm Agreement.....133, 149
Security Systems38
Service 2, 3, 4, 5, 8, 9, 10, 11, 13, 24, 35, 36, 37,
38, 67, 71, 73, 80, 99, 110, 129, 131, 135,
137, 138, 140, 141, 148, 153, 154, 156, 157
service provider.... 15, 19, 21, 22, 39, 53, 54, 73,
79, 105, 129, 131, 135, 137, 138, 140, 152,
153
Service Provider3, 129, 131, 137, 138, 140, 148,
154
Service Provider attestation132
Service Provider Evaluation3, 137, 148
Service Provider Evaluation Worksheet...137,
138, 140, 148
Service Provider Questionnaire .137, 138, 148
Service Recipient154
Shipping3, 142, 144
Shipping, Duty Free Entry3, 141
Shipping, Free on Board3, 142, 144
Sign Program99
Signs3, 99
Single Source.....72, 74, 154
Single Source/Sole Source72
Small Business..... 72, 115, 152, 157
Small Disadvantaged Business115
Small Services Provider contract.....132, 140
Software3
Sole Source.....72, 74, 148, 154
Solicitation2
Special Procedures 2, 3, 5, 35, 67, 80
Special Procedures, Energy Procurement...3, 96
Special Procedures, Entry Permits2, 88
Special Procedures, Ethyl Alcohol2, 87
Special Procedures, Fume Hoods2, 90
Special Procedures, Lab Animals92
Special Procedures, Laminar Flow2, 90
Special Procedures, Narcotics2, 91
Special Procedures, Poison Inhalation Hazards
.....3, 95
Special Procedures, Radiation Safety38, 89
Special Procedures, Radioactive Materials .2, 38
Special Procedures, Recycling3, 100
Special Procedures, Respiratory and Hearing
Protection.....3, 94
Special Procedures, Signs3, 99
Special Procedures, Subcontractor155
Special Procedures, Use of Cornell Logo, Name
& Insignia3, 101, 110, 156
Specialized Services13
Spend153, 154
Spend Viz5, 26

Sponsored Funds3, 50, 103
Sponsored Programs.. 13, 78, 79, 103, 106, 107,
136, 153, 157
Sponsored Project135, 154, 155
Sponsored Project Consulting135, 155
State Contract72, 102
Students.....15, 22
Subcontract.....155
Subscriptions19
Sufficient Documentary Evidence.....155
Supervisor.....59, 155
Supplier.....7, 38, 71, 78, 140, 145, 155
supplier utilization hierarchy5, 9
Surplus Program.....117
Sustainable Forestry Initiative.....82
Sustainable Purchasing2, 82
Tax13, 21, 138, 139, 140, 156, 157
Taxable Payments, Award15
Taxable Payments, Gift16
Taxable Payments, Honoraria18
Taxable Payments, Human Participant Fees .19,
153
Taxable Payments, Prize20
Taxable Payments, Royalties/Permission Fees
.....21
taxi.....40, 50
terms and conditions.....9, 14, 32, 50, 52, 53, 67,
70, 78, 81, 84, 103, 105, 131, 138, 152
Terms and Conditions.....2, 78, 155
Terms and Conditions, Shipping.....3, 142, 144
Train50
Transaction ..13, 75, 78, 151, 153, 154, 155, 157
Transaction Authority .13, 78, 151, 153, 155, 157
Translator.....19
Travel ..2, 20, 24, 25, 35, 40, 49, 50, 51, 61, 157
Travel-Related Expenses40
Treasury Service.....13
Types of Purchase Orders.....67
Unauthorized Purchase2, 157
University Funds155
University Policy 3.14, Business Expenses....36
University Policy 3.25, Procurement of Goods
and Services.....1, 2, 4, 8, 9, 11
University Policy 4.2, Transaction Authority and
Payment Approval13, 15, 78, 151, 153
University Policy 4.6, Standards of Ethical
Conduct7
Vehicle Rental40
Vendor 2, 5, 9, 22, 26, 27, 28, 29, 31, 36, 67, 69,
73, 76, 79, 80, 85, 145, 148, 152, 155
Vendor Relations145
Vendor Selection.....2, 5, 9
Videography86, 133, 148
Visual Identity.....110
W-828, 30, 31

Buying Manual

Subject: Quick Reference and Forms

Title: Index

Number: 904

Issued: June 10, 2009

Revised: May 10, 2016

W-9..... 28, 29, 30, 31, 105, 155
Web Design.....86

Writing..... 86