

PURCHASE ORDERS
Catalogue of Goods and Services

GOODS AND SERVICES	Purchasing Category Code	Purchase Order	Scope of Work	Agreement	Service Compliance Checklist	Quote (Note 3)	Certificate of Insurance	Client List	Company Brochure	Independent Contractor Certificate	Resume	Other Requirements
	REQUIRED?											
CONSULTANTS Management Business Strategic	80000000	YES	YES	Service provider agreement	YES	YES	YES	YES	For companies	For individuals	For individuals	NA
GRAPHIC DESIGNERS	82140000	YES	YES	NO	NO	YES	YES	YES	For companies	For individuals	For individuals	NA
EVENTS MANAGEMENT	80141607	YES	YES	YES	YES	YES	YES	YES	For companies	For individuals	For individuals	NA
ADVERTISING AND MARKETING	82100000	YES	YES	Marketing agreement	YES	YES	YES	YES	For companies	For individuals	For individuals	NA
PUBLIC RELATIONS SERVICES	82100000	YES	YES	Service provider agreement	YES	YES	YES	YES	For companies	For individuals	For individuals	NA
PROMO MERCHANDISE > \$2,500 (CU name and logo)	82100000	YES	NO	NO	YES	YES	NO	YES	For companies	For individuals	For individuals	NA
CATERING WITH WAIT STAFF (ON-CAMPUS)	90101603	YES	NO	NO	YES	YES	YES	YES	NO	NO	For individuals	If alcohol is served: NY State Beer, Wine & Liquor Permit
BANQUET AND CATERING SERVICES (ON CAMPUS)	9010160001											
SOFTWARE DEVELOPMENT	81111600	YES	YES	IT service agreement	NO (Note 1)	YES	NO	YES	For companies	For individuals	For individuals	ADA exception if non-compliant; Risk assessment if includes third-party hosting
SOFTWARE - CUSTOMIZED	81111504											
SOFTWARE LICENSE	43230000	YES	YES	IT service agreement	YES	YES	NO	YES	For companies	For individuals	For individuals	ADA exception if non-compliant; Risk assessment if includes third-party hosting
RESEARCH SERVICES	80111601	YES	YES	NO	YES	YES	YES	YES	For companies	For individuals	For individuals	NA
GRANT EVALUATOR/WRITER	8211170101	YES	YES	Service provider agreement	YES	YES	NO	YES	For companies	For individuals	For individuals	NA
EDUCATIONAL AND TRAINING SERVICES	86000000	YES	YES	Service provider agreement	YES	YES	YES	YES	For companies	For individuals	For individuals	NA
SUPPLIES (Note 2) > \$2,499 (not available from Staples)		YES	NO		NO	YES	NO	NO	NO	NO	NO	NA
EQUIPMENT (Note 2) > \$2,499		YES	NO		NO	YES	NO	NO	NO	NO	NO	NA

1 Subject to CU Procurement's review and may be required based on their review.

2 Computer-related supplies and equipment must be reviewed by OCIT

3 COMPETITIVE SOURCING AND BIDDING REQUIREMENTS

It is the policy of Columbia University to obtain competitive proposals, bids or price quotations, as reasonably practical, on products and services used by the University.

Non-Sponsored funds (URXXXXXX, GTXXXXXX, ENXXXXXX)

Goods

- \$500 to \$9,999 requires 1 quote
- \$10,000 to \$249,999 requires 2 or more quotes
- \$250,000 and above requires 3 or more quotes

Services

- up to \$24,999 requires 1 quote
- \$25,000 to \$249,999 requires 2 or more quotes
- \$250,000 and above requires 3 or more quotes

[Competitive Sourcing Price Summary - Non Sponsored](#)

must be completed when 2 or more quotes are required

Sponsored funds (GGXXXXXX, PGXXXXXX)

Goods and Services

- up to \$9,999 requires 1 quote
- \$10,000 to \$249,999 requires 2 or more quotes
- Purchases for \$250,000 or more require Public RFQ managed through CU

[Competitive Sourcing Price Summary - Sponsored](#)

must be completed when 2 or more quotes are required

Competitive bids are not required when purchasing from a UwPA supplier.