



PURCHASE ORDERS Goods & Services, Requirements

The following Goods and Services require a Purchase Order (aka PO)

- Advertising and Marketing
- Business Consultant
- Catering with Wait Staff (On-campus)
- Consultants (Management/Business)
- Events Management
- General Research
- Graphic Designer
- Hardware Maintenance
- Interpreter/Translator (On-campus)
- Institution-to-Institution Agreements
- Photographers
- Printing (other than CU Print Services)
- Promotional Merchandise: Columbia Name and Logo
- Workshop Facilitator as well as Presenters and Speakers at workshops
- Software Development
- Software/Licensing
- Software Maintenance
- Strategic Consultant
- Tax Consultants
- Video/Audio Editors

Different Goods & Services require different documents in support of the PO:

[How to get your Purchase Order: The Unabridged, Comprehensive Catalogue of Goods & Services requiring a PO and the mandatory documents you will submit in support of your requisition](#)

Columbia Purchasing can and has in the past rejected PO requests for work already completed and events that already happened:

Contracted work can only begin and event can only take place **AFTER** a PO is issued.

All PO requests are submitted to purchasing@law.columbia.edu **BEFORE** work may begin or an event may take place.

The vendor must be set up before we can request a PO.

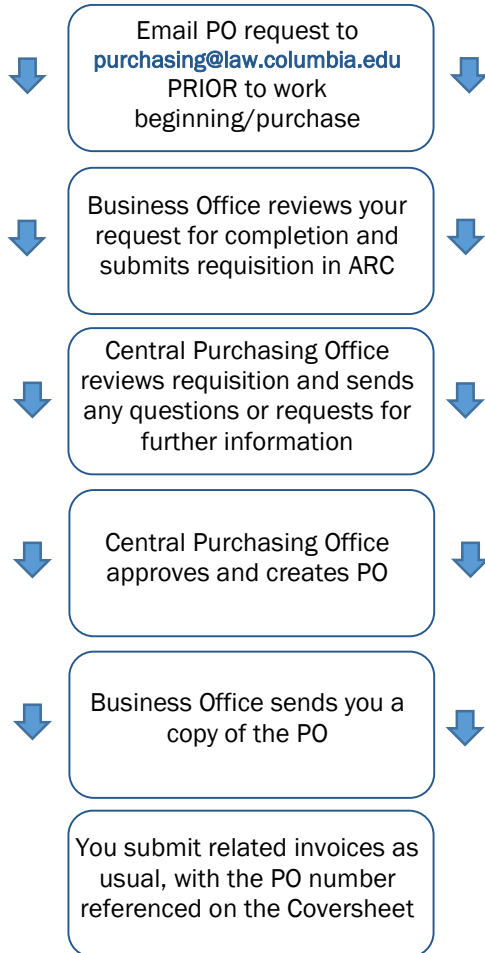
Bidding Requirements: Goods & Services with total cost of \$10,000 + require 2 bids; the Business Office provides guidance.

University-wide Purchasing Agreements (UwPA): Columbia has negotiated advantageous prices and rates with specific Services Providers, e.g. Apple, Verizon. These Services Providers are called UwPAs. UwPAs do not require bidding regardless of the cost.



PURCHASE ORDERS Process

Start to finish: the PO approval process takes several weeks



Five Things to keep in Mind

1. Columbia Purchasing can and has in the past rejected PO requests for work already completed.
2. Different Goods & Services require different documents.
3. Vendors must already be set up in the system before we can request a PO.
4. POs for \$10,000+ require at least 2 bids.
5. The PO approval process takes several weeks.