

# Ordering Method Matrix






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▲ Primary Method   ● Secondary Method   ■ Third Method

Category	Shopping Cart			Alternate Method				
	Terrier Marketplace Catalog Cart	Free Description Cart (Non-Catalog Products)	Limit Item Cart (Services)	PCard	Travel Card	Internal Service Request (ISR)	Facility Service Request (FSR)	Disbursement
Advertising Space, Copyright Permission Services				▲				●
Animals	▲	●						
Audit, Insurance, Legal Services, Credit Fees			▲					
Banking, Tax Services								▲
Business Consulting, Training Services			▲					
Construction, Architecture Services			●				▲	
Event, Meeting, Catering Services			■		●	▲		
Charter Bus Services			▲					
Computers	▲	●						
Computer Accessories	▲	●		■				
Chemicals	▲	●						
Commercial Printing Services			▲	■		●		
Controlled or Radioactive Substances	●	▲						
Copiers	▲	●						
Dental or Lab Supplies	▲	●		■				
DNA Sequencing, Antibodies	▲		●	■				
Dues, Conference Fees					▲			●
Dry Ice, Gases	▲	●						
Entertainment Services			▲					●
Fines, Penalties, Government Fees				▲				●
Florist Services				▲				●
Furniture	▲	●						
Gift Cards	▲							
Gifts, Apparel, Music Products	▲	●						

Orders must be placed prior to receipt of products or services.  
 A shopping cart must be submitted for any purchase that requires a dual signed contract.  
 Ordering methods are subject to change on a case-by-case basis.  
 ‡Disbursement for research-related consultants through RCICR only available if engagement is less than 12 months and \$25,000.  
 \*Toner for Ricoh machines are provided by Ricoh free of charge under current service contracts.  
 †Temporary labor should go through TerrierTemps (BUTemps@bu.edu)

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Honorarium, Study Participants								
Lab Environmental Services								
Logistics & Shipping Services								
Mailing, Postage Services								
Marketing & Graphic Design Services								
MRO, Custodial, Plumbing Products								
Office Supplies, Art Supplies								
Police, Security Detail Services								
Printers & Copiers								
Printer Toner *								
Real Estate Payments, Residency Agreements								
Relocation Services								
Research Related Consultants ‡								
Software								
Software as a Service								
Stationery								
Record Storage Services								
Temporary Labor†								
Textbooks, eBooks, Course Materials								
Travel Services								
Vehicles								

