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Special Commodities							
Apparel-Athletic Teams	Athletics	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	BSN Sports BSN Sports Blue 84 Champion Columbia MV Sport	<a href="mailto:athletics@wabash.edu">athletics@wabash.edu</a>
Apparel-Bookstore	Auxiliary Services	N/A	Departmental Charge	Departmental Charge	N	Cutter and Buck Markey's Daktronics	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Audio-Visual & Electronics - Athletic Venues	Athletics	Information Technology	Purchasing Card or Payment Request	Purchase Requisition	N	Sidearm Sports	<a href="mailto:athletics@wabash.edu">athletics@wabash.edu</a>
Audio-Visual & Electronics	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	B&H Photo, Video, and Audio Pro	<a href="mailto:helpdesk@wabash.edu">helpdesk@wabash.edu</a>
Books-Trade/Reference (Single)	N/A	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Amazon Business Prime	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Books for author visits, tutorials/EQ sections, WLAIP, etc.	Bookstore	N/A	Departmental Charge	Departmental Charge	N	N/A	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>
Books-Trade/Reference (Multiple)	Bookstore	N/A	Departmental Charge	Departmental Charge	N	N/A	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>
Books - Libraries	Lilly Library	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A Fine Line Printing	<a href="mailto:library@wabash.edu">library@wabash.edu</a>
Business Cards and Nametags	Communications and Marketing	N/A		N/A	N Y*	To order business cards, please use	<a href="mailto:communications@wabash.edu">communications@wabash.edu</a>
Catering Services (On Campus and local)	N/A	N/A	Departmental Charge	Departmental Charge		(Wabash has an overarching contract. Bon Appétit may provide transactional event contract)	Bon Appétit Dining Services <a href="mailto:catering@wabash.edu">catering@wabash.edu</a>
Computer Hardware	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Apple Dell	<a href="mailto:helpdesk@wabash.edu">helpdesk@wabash.edu</a>



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**Special Commodities**

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Computer Peripherals	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	<a href="mailto:helpdesk@wabash.edu">helpdesk@wabash.edu</a>
Computer Software (SAAS- Software As A Service/Cloud)	N/A	Information Technology	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	<a href="mailto:helpdesk@wabash.edu">helpdesk@wabash.edu</a>
Computer Software (Desktop/ On-premise)	Information Technology	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	<a href="mailto:helpdesk@wabash.edu">helpdesk@wabash.edu</a>
Consulting Services	N/A	Auxiliary Services		Purchase Requisition	Y	N/A	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Equipment	N/A	Auxiliary Services	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Event Venues/Logistics (Off Campus)	N/A	N/A		Purchase Requisition (PR for downpayment prior to event then purchasing card at time of			





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Special Commodities							
Office Supplies Other	N/A	Bookstore	Purchasing Card or Payment Request	Purchase Requisition	N	Staples Advantage Amazon Business Prime Sherwin Williams Home Depot	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>
Paint and Painting Supplies	Facilities Services	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Town and Country	<a href="mailto:campserv@wabash.edu">campserv@wabash.edu</a>
Paper for Copy Machines	Bookstore	N/A	Departmental Charge	Departmental Charge	N	Bookstore N/A	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>
Personal Professional Services (Individual, Speaker, Performer)	N/A	N/A		Purchase Requisition	Y* if >\$2500	Additional information <b>to be</b> provided on Business Processes At Wabash. ( <a href="https://www.wabash.edu/treasurersoffice/purchases">https://www.wabash.edu/treasurersoffice/purchases</a> ).	<a href="mailto:purchasing@wabash.edu">purchasing@wabash.edu</a>
Printing Services	N/A	Communications and Marketing	Purchasing Card or Payment Request	Purchase Requisition	N	Moeller Printing NPrint (for Commencement) Source 309 (American Solutions for Business) EPI Phoenix Innovate Progressive Printing (magazine)  For a print project request, please use	<a href="mailto:communications@wabash.edu">communications@wabash.edu</a>
Promotional, Emblem Goods	N/A	N/A	Departmental Charge	Purchase Requisition	N	Source 309	N/A
Rentals-Table, Chairs	N/A	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	A Classic Party Rental Ace Hardware Home Depot Lowe's Home Improvement	N/A
Tools, Hardware, Maintenance Supplies	N/A	Facilities Services	Purchasing Card or Payment Request	Purchase Requisition	N	Fastenal	<a href="mailto:campserv@wabash.edu">campserv@wabash.edu</a>
Toner Cartridges	Bookstore	N/A	Departmental Charge	Departmental Charge	N	Indiana Business Equipment	<a href="mailto:bookstore@wabash.edu">bookstore@wabash.edu</a>
Travel - Conference Registrations	N/A	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	N/A	N/A



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Travel - Group- Buses for Athletic Teams	Athletics	N/A	Purchasing Card or Payment Request	Purchase Requisition	N	Go Express	N/A
Travel - Group/Campus Visitor - local Ground Transportation (class trips to Indy, airport pickups/drop-offs, etc.)	Travel Coordinator	N/A	Purchasing Card or Payment Request or Departmental Charge if Motor Pool is used.	Purchase Requisition	N	GoExpress Uber Business Lafayette Limo Enterprise Rental National Rental	<a href="mailto:motorpool@wabash.edu">motorpool@wabash.edu</a>
Travel-Group/Campus Visitor (non-local Ground and Air Transportation)	Travel Coordinator	N/A	Purchasing Card or Payment Request or Departmental Charge if Motor Pool is used.	or Purchase Requisition	N		travel@wabash.edu motorpool@wabash.edu
Travel-Group/Campus Visitor Lodging (Off Campus)	Travel Coordinator	N/A	Purchasing Card or Payment Request	or Purchase Requisition	N	Miscellaneous pending destination	<a href="mailto:travel@wabash.edu">travel@wabash.edu</a>
Travel-Group/Campus Visitor Lodging (On Campus)	Manager of Guest Services	Travel Coordinator	Departmental Charge	Departmental Charge	N	Trippet Hall Meeting and Conference Center  If Trippet rooms are not available, please consult with the Travel Coordinator. Miscellaneous pending destination	<a href="mailto:travel@wabash.edu">travel@wabash.edu</a>
Travel- Employee Business Travel	N/A	Travel Coordinator	Purchasing Card or Payment Request or Departmental Charge if Motor Pool is used.	Purchasing Card (Need to request for an exception)	N		<a href="mailto:travel@wabash.edu">travel@wabash.edu</a>