



## **PURCHASING DEPARTMENT**

### **1.4 Purchasing Methods**

There are two primary means by which to procure goods and services in support of the operating principles of the University. The established e-Procurement system, 49er Mart, is the primary method to use to place orders, but a University issued purchasing card and University check are also means to pay vendors and contractors for goods and services. The Electronic Check Request (eCR) form in 49er Mart has replaced the paper DPR form and should be used to make payments to individuals for services or in cases where a department already has the invoice from the vendor. Employees and students are NOT reimbursed through 49er Mart and departments should make use of the Employee Student Direct Pay Request (ESDPR) for that purpose.

The approved order of precedence for making purchases is listed below:

1. 49er Mart (includes eCR)
2. P-card

The use of an individual's personal credit card is NOT an approved method for making University purchases and should be avoided.