

# Purchasing

[www.uwsp.edu/FO](http://www.uwsp.edu/FO)

Website for all things related to  
Financial Operations:  
services, forms, policy, training

## What the Purchasing Department covers:

- Purchasing Card Program (not travel)
- Capital Inventory
- Gifts-In-Kind
- Bidding for any purchase (or group of purchases) of \$5,000+
- Procurement Contracts for UWSP
- General purchasing
- Shop@UW accounts

### • Purchasing Cards

- P-Cards are used to make low dollar purchases, for official use only. Purchasing Manual and all forms are online.

### • Shop@UW

- Shop@UW is an online one-stop-shop for most general office, scientific, and maintenance supplies not available from UWSP Central Stores.

### • Gifts-In-Kind

- BEFORE any gift (item) can be accepted, Donor Form must be completed by donor, then reviewed and signed off by Dean, Dept Chair or Director, then Purchasing. Information Technology and/or Risk Management review may also be needed before accepting.

### • Contracting for Services

- UWSP secures the services of individuals and business entities through one of three methods: an employee-employer relationship (hire), an agreement with an independent contractor (Academic Support Service or Personal Service Agreement), or a Purchase Order.

- All non-staff persons/vendors coming to campus to perform a service MUST have a Purchase Order or signed contract (even if no fee is involved).

### • Signing of Contracts

- A Contract is any agreement creating a legally binding obligation (example: any click through terms and conditions). Only UWSP Authorized Signers can sign.
- Send all contracts with a UWSP Contract Routing Form to Purchasing.

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### Purchasing Contacts at UWSP Call us for more help

**Central Purchasing Office - 715-346-2721**  
*Heidi Wallner, Purch Mgr, [hwallner@uwsp.edu](mailto:hwallner@uwsp.edu)*  
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## General Purchasing Guidelines

### Basic Steps:

(Purchasing Staff are ALWAYS ready to help at any step):

- Are there any Mandatory Contracts?
    - If yes, you must use it
    - If no, next step
  - Are there any Optional Contracts?
    - Do they get you what you need at a good price?
    - If no, next step
  - Is the Purchase under \$5,000?
    - If yes, (and no mandatory contract exists) use best judgement on purchase
    - If no, next step
  - See your Purchasing Staff
- \*When in doubt at ANY Point regarding Policies or Procedures, reach out to Purchasing Staff.**