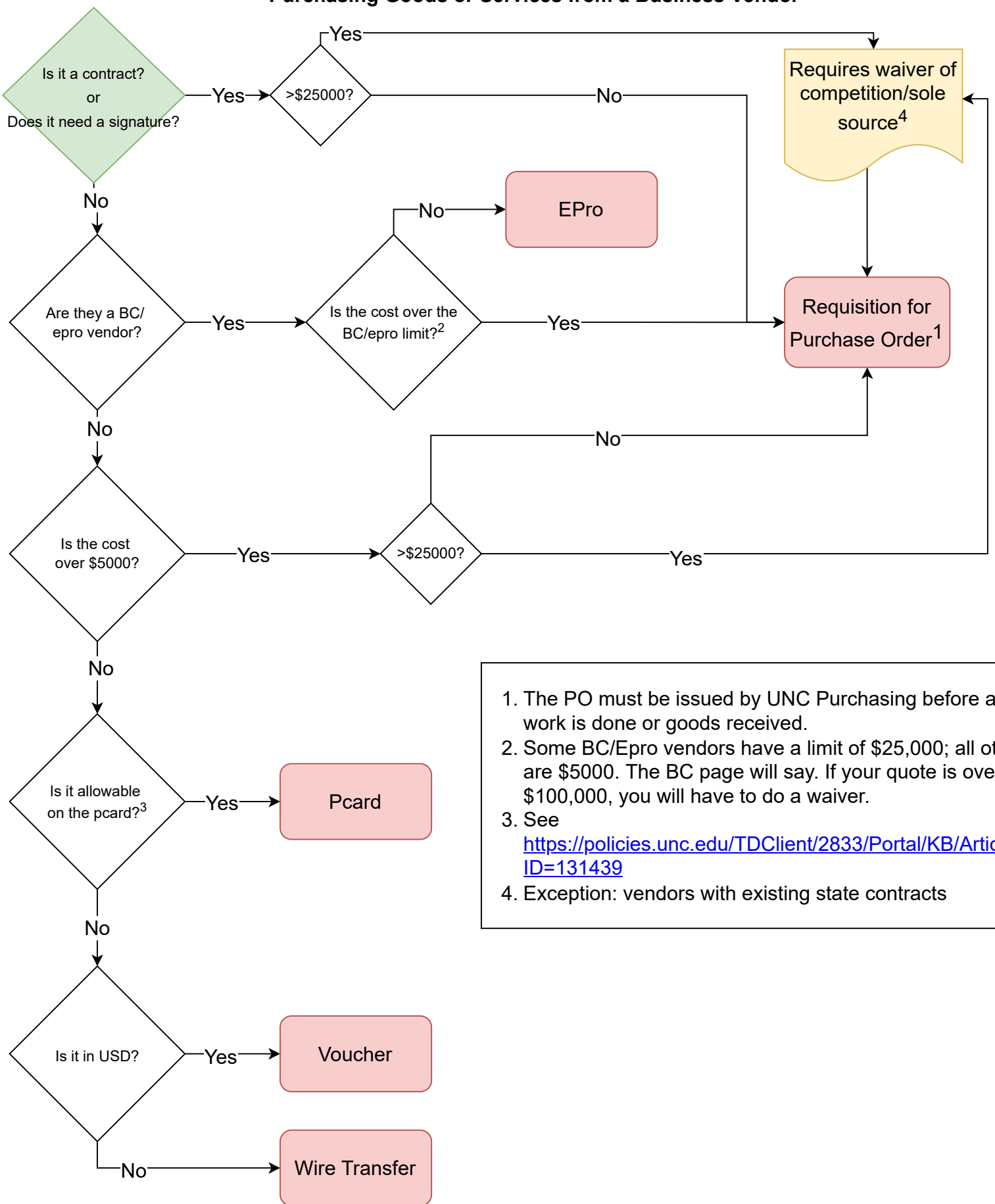


## Purchasing Goods or Services from a Business Vendor\*



1. The PO must be issued by UNC Purchasing before any work is done or goods received.

2. Some BC/Epro vendors have a limit of \$25,000; all others are \$5000. The BC page will say. If your quote is over \$100,000, you will have to do a waiver.

3. See <https://policies.unc.edu/TDCClient/2833/Portal/KB/ArticleDet?ID=131439>

4. Exception: vendors with existing state contracts

\*"Business vendor" as used here must have a business tax ID. Anyone with only an SSN or a single-member LLC must be processed as an Independent Contractor.  
 Travel expenses are processed separately.  
 All subcontract payments are processed on vouchers regardless of amount.