



1 SOURCING

- BrownBuys Marketplace (in Workday)
- Strategic Supplier List
- Brown Designated Vendor Program (for creative services)
- Supplier Diversity list (Find Suppliers Report in Workday)
- Local hotels and negotiated rates
- Other Considerations:
 - Purchases at \$25k require 3 bids/quotes
 - For large-scale sourcing needs: contact Strategic Sourcing Team



2 CONTRACTING

- Catering orders **must** be placed with Campus Dining
- Tents/tables/chairs/A.V. and other event equipment orders **must** be placed with Facilities through an Event Operations Request in PlanOn
- Guest Speaker Agreements
- Other contracts related to purchases for goods/services must be reviewed in BCM
- Other Considerations:
 - Supplier Registration is required
 - If any Brown data will be shared with a supplier, a Data Security Review (DSR) by OIT may be required
 - Leases/Financing (to be reviewed by the Controller's Office)



3 PAYMENT

- Workday Program Codes:
 - Commencement: **PRG161**
 - Reunion: **PRG350**
- Payment Decision Tree
- Requisition / PO process
- Reimbursements
- Guest Speaker payments / Honorarium
- Supplier/Miscellaneous Payee Registration
- Payments to Students, Prizes/Awards



4 RELATED POLICIES

NOTE: this is a curated selection of related policies, all policies can be found at: <https://policy.brown.edu/>

- Alcoholic Beverages Policy
- Bid Policy
- Business Meals and Hospitality
- Brown Name Use
- Contract signing authority
- Environmental
- Guest Speakers
- Independent Contractors
- Payments to Foreign Nationals
- Pcard Policy
- Prize Policy
- Raffle Policy
- Restricted/Prohibited Purchases
- Space Use
- Supplier Diversity
- Supplier Registration
- Travel Policy

