

2.12 URI Internal Vendors

Purchases from URI Internal Vendors such as:

URI University Stores - Janitorial Supplies
URI Central Stores - Maintenance Supplies
URI Bookstore/Campus Copy & Design
URI Dining Services
URI Printing Services
URI Memorial Union
URI Information and Instructional Technology Services (IITS)
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are either processed as an on-line Internal Vendor Requisition for one-time delivery/one-time payment situations <http://web.uri.edu/purchasing/files/PeopleSoftPurchasingIVRequisition2-15-12.pdf> or an on-line College Requisition for a Blanket Order (multiple deliveries/multiple payments - <http://www.uri.edu/purchasing/documents/PeopleSoftPurchasingCRRequisitionBlanket-MultipleDeliveries-MultiplePayments2-15-12.pdf>

Departments are encouraged to process blankets orders whenever possible, as this will eliminate the need to process multiple requisitions in addition to ensuring that you have sufficient funds to cover your estimated purchases from internal vendors throughout the year.

Internal Vendors should visit the URI controller's web site at http://web.uri.edu/controller/files/internal_vendor_payment_instructions_0811.pdf for Credit Statement Instructions.

Services and commodities that are available from URI Internal Vendors should be utilized before seeking like merchandise or services from outside vendors and when no conflict exists with any state law.