

Important Change to Departmental Purchases

The University is performing an overhaul of its purchasing requirements as it relates to the Bookstore/Computer Store, and we have been charged with making all purchases here consistent with the University's delegation of authority policy.

This means that we can no longer accept letters from departments authorizing charges, and the use of an authorized purchaser database maintained by the Bookstore is being eliminated. Purchases will need to be made through i-Buy, or with the use of a NYU P-card, or with a new Bookstore Departmental Prepaid Card. Starting last spring we began moving all computer purchases to i-Buy, and departments have begun to use their P-cards.

Our Computer Store i-Buy site has all hardware and software we sell – along with various items that departments purchase most often. Our Bookstore i-Buy site has every book we have in the store or on order, plus over 4 million titles from our distributor.

We recognize that not everything in our store - mostly clothing and supplies - is on the i-Buy system, so we have created two options to handle this situation.

Firstly you can work with our Computer Store or Bookstore staff to create a special order quote of various items. This quote can be submitted through i-Buy as an attachment and your items can be ordered for store pickup. Currently you would go to the Computer Store i-Buy site and choose "Special Order Quote" from the navigation bar on the left. This process can be used to order any item or group of items in any department. Our staff will be happy to show you how this is done.

Secondly, a Departmental Prepaid Card in various denominations up to 250.00 can be purchased on the Computer Store i-buy site. This card can be used anywhere in the store. It is a declining balance card and can be used over and over again until the balance goes to zero, in which case a new card can be purchased, or more balance put on the original card. This card would be used by those customers who come into the store often and purchase items of smaller value right off our shelves. It is designed so that our cashiers know to apply our 15% discount and not charge tax.

We hope to make this University mandated change as smooth as possible for our customers. If you have further questions or specific concerns, you can contact Bookstore Director Phil Christopher at phil.christopher@nyu.edu