

**Preferred Methods of Procurement**

Type of Purchase	Procurement Methods										Additional Instructions
	Check Request	Check Request	Limited Purchase Check	Limited Purchase Order	Purchasing Card - 10	Requisition	Scholarship/Fellowship	Travel Request	University Regulations	University Regulations	
Academic Membership Dues	✓ <sup>P</sup>	✓ <sup>1</sup>	✓ <sup>R</sup>	✓ <sup>1</sup>							3-192 See footnote 1 below.
Advance Deposits	✓ <sup>P</sup>										
a. Conferences		✓		✓ <sup>P</sup>	✓			✓ <sup>P</sup>			3-030
b. Payments								✓			Advance payments may not be made except to specified government agencies, vendors with minimum prepayment requirements and in certain other cases as determined appropriate by the Purchasing Department.
c. Restaurants		✓	✓	✓ <sup>R6</sup>	✓						
Advertisements											
a. Programs & Billboards		✓	✓	✓ <sup>P</sup>							
b. Employee Recruitment		✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>P</sup>						5-102 HR must approval advertising for staff positions
Airline tickets			✓ <sup>R</sup>	✓ <sup>R</sup>				✓ <sup>P</sup>			3-030 See Travel Policy
Alcoholic Beverages			✓	✓	✓ <sup>R6</sup>						3-031 Not allowed using state appropriated funds. Any purchase of alcoholic beverages for entertainment or recruiting purposes requires Dean or Director's written approval.
Awards											
a. Monetary		✓	✓ <sup>R</sup>	✓ <sup>R</sup>							Call Tax Services first.
b. Plaques, etc.		✓	✓	✓	✓ <sup>P</sup>						
Blood Donors		✓	✓								
Books			✓	✓	✓ <sup>P</sup>						
Bottled Water Services			✓	✓	✓ <sup>P</sup>						
Campus Purchases	✓	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>P</sup>	✓ <sup>R</sup>					3-193 Bookstore, Chartwell's, & Guest House prefer the Purchasing Card.
Capital Equipment											3-045 & 3-040
Insurable \$1,000 - \$4,999	✓	✓ <sup>R</sup>	✓ <sup>R</sup>	✓	✓ <sup>P</sup>	✓					
Greater than \$5,000	✓	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>P</sup>					
Cash Advances for Travel		✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>			✓ <sup>P</sup>			3-030 Contact the Travel Department
Coffee Services			✓ <sup>2</sup>	✓ <sup>2</sup>	✓ <sup>B2</sup>						
Communications											
a. Telephones			✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R3</sup>						3-190 Use a Telephone Equipment Order for telephones, pagers, and cellular telephones and send to Telecommunications.
b. Pagers					✓ <sup>P</sup>						
c. Cellular Telephones			✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R3</sup>						4-005 Faculty and Staff Cell Phone Plans
d. Two-way Radios					✓ <sup>P</sup>						Requires Plant Operations approval.
Compressed or Liquid Gas	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>P</sup>					3-192 All compressed or liquid gases must be procured from stores and receiving.
Computer Hardware < Capital or Insurable Equipment Spending Limit			✓	✓	✓ <sup>P</sup>	✓					Purchase > \$1,000 are insurable assets and should be recorded in the appropriate expense account.
Computer Software < Capital Spending Limit											
a. Programs	✓ <sup>4</sup>	✓	✓	✓ <sup>P</sup>	✓						
b. Licensing	✓ <sup>4</sup>	✓	✓	✓ <sup>P</sup>	✓						
Consultants/Independent Contractors		✓ <sup>P</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>						3-111 Must use Checklist and Agreement
Construction or Remodeling		✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>P</sup>					3-205
Controlled Substances (Drugs, chemicals, etc.)	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>P</sup>					3-192 A DEA license is required for their purchase.
Corrections or adjustments to the General Ledger	✓ <sup>R</sup>										A journal entry is required.
Deposit Refunds		✓	✓								
Employee Benefits (Entertainment, Tuition, or Gifts (except flowers))					✓ <sup>R</sup>						
Equipment Rental											
a. One time rental/payment			✓	✓	✓ <sup>P</sup>						One invoice per LPC or LPO.
b. Multiple payments for the same equipment					✓ <sup>P</sup>	✓					3-190 Ask for a blanket order
Fabricated Equipment						✓ <sup>R</sup>					
Fellowships		✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>			✓ <sup>P</sup>			3-061 Application for Scholarship/Fellowship form
Fines, parking tickets		✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>					3-060 & 3-215 Drivers of university vehicles shall be personally responsible for fines, forfeitures of bail, or other penalties based upon parking and traffic violations and citations or other infractions or violations of law involving the use of university motor vehicles.
Flowers			✓	✓	✓ <sup>P</sup>	✓					Generally restricted. See page 4 of 'Guidelines for Meals/Incentive Awards/Flowers/Retirement Gifts'
Food/Meals											
a. Business Meals <sup>5</sup>	✓		✓	✓	✓ <sup>R6</sup>	✓					3-030 See footnote 2 below.
b. Office Functions <sup>5</sup>	✓		✓	✓	✓ <sup>P</sup>	✓					3-031 See footnote 2 below.
c. Entertainment/Recruitment		✓	✓	✓	✓ <sup>R6</sup>	✓					3-031
d. Reimbursements		✓ <sup>7</sup>	✓ <sup>7</sup>								3-031
Foreign Purchases		✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓	✓ <sup>P</sup>					3-192 Customs or tariff charges may need to be paid.
Freight		✓	✓	✓	✓ <sup>P</sup>	✓					If items were purchased on a purchase order then pay the freight on the PO. Otherwise, send the freight bills directly to Accounts Payable.
Gases (Compressed or Liquid)	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>P</sup>					All compressed or liquid gases must be procured from stores and receiving.
Gifts (except flowers for condolence)						✓ <sup>R</sup>					
Guest Lecturers		✓ <sup>P</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>						3-062 Must use Guest Lecturer/Performer agreement
Honorariums		✓ <sup>P</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>						3-062 Must use Check Request
Insurable Equipment	✓		✓	✓	✓ <sup>P</sup>	✓					
Insurance		✓									
Lab Supplies			✓	✓	✓ <sup>P</sup>	✓					
Legal Fees		✓									3-111 Must use Consulting Checklist and Agreement
License Renewal Fees											
a. Professional		✓	✓		✓ <sup>P</sup>						
b. Institutional		✓	✓		✓ <sup>P</sup>						
c. Drug (DEA)		✓	✓		✓ <sup>P</sup>						
Live Animals	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>P</sup>					3-192 Requisitions for the purchase of research animals require the approval of the director of the Animal Resources.
Maintenance											
a. Agreements		✓	✓	✓	✓ <sup>P</sup>	✓					One Payment per LPO. Otherwise, prepare a requisition and ask for a blanket order.
b. One time repairs	✓		✓	✓	✓ <sup>P</sup>	✓					If the repair is over the bid limit or is on a machine that has hazardous or radioactive materials, then prepare a requisition.
Medical Services		✓	✓	✓	✓						
Memberships		✓ <sup>P</sup>	✓ <sup>1</sup>	✓ <sup>R</sup>	✓ <sup>1</sup>						3-192 See footnote 1 below.
Moving Expenses											3-032 Tax Questions?
a. Moving Companies						✓					
b. Reimbursements		✓									
Non-denatured ethyl alcohol			✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>P</sup>					3-192
Performers (Individual and Groups)		✓ <sup>P</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>	✓ <sup>R</sup>						3-062 Must use Guest Lecturer/Performer agreement

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Type of Purchase	Procurement Method										Additional Instructions
	Campus Order	Check Request	Limited Purchase	Limited Purchase Check	Purchasing Card - 10	Requisition	Scholarship/Fellowship	Travel Request	University Regulations		
Personal Purchases											3-100 Not allowed.
Petty Cash reimbursements											3-011 Must use Petty Cash Reimbursement form.
Printing and Copying			√	√	√ <sup>P</sup>	√					
Purchases from an off-campus vendor	x <sup>R</sup>	√	√	√	√ <sup>P</sup>	√					
Purchases amounting to more than document or bid limits		x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>					
Radioactive isotopes	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>					3-192 Radioactive material and radiation-generating equipment may be requisitioned with the standard university requisition form.
Registrations											3-030
a. Local Seminars - Non-Travel related		√	√		√ <sup>P</sup>	√					
b. Conference (related to travel)				x <sup>R</sup>	√ <sup>P</sup>						If there will be travel expenditures related to the conference, then prepare a travel request and send it to the Travel Department.
c. Conference fees (no travel expenditures)		√	√		√ <sup>P</sup>	√					
Reimbursements		√ <sup>P</sup>	√								Must be approved by next higher authority.
Rents/Lease (space rental, real property, etc.)						√					Consult with the Director of Research Park first.
Repair or alterations of University physical facilities		x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>					3-205 & 3-191 Contact Campus Planning.
Reprint fees (Manuscript and Page charges)			√	√		√ <sup>P</sup>					
Research Subjects (Payments to People)			√	√							Requires IRS Form W-9
Restricted items as outlined in PPM 4-4		x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>		√ <sup>P</sup>					3-192
Royalties			√								
Scholarships		x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>		√ <sup>P</sup>				3-061 Application for Scholarship/Fellowship form
Services provided by University faculty, staff, or students											5-403 Process through payroll.
Services, such as repairs, custodial, plant maintenance, etc		√ <sup>P</sup>	√	√	√	√	√				Use a Campus Order for campus provided services.
Slide Reproductions (Photography)			√	√	√	√ <sup>P</sup>	√				
Social Dues			√								
Stipends (heretofore referred to as Scholarships/Fellowships)		x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>		√ <sup>P</sup>				3-061 Application for Scholarship/Fellowship form
Student Events											
Subscriptions			√	√		√ <sup>P</sup>					
Supplies (Office)			√	√	√	√ <sup>P</sup>	√				
Temporary Services (Employment Agencies)			√	√	√	√ <sup>P</sup>	√				Cannot work more than nine months.
Travel (lodging, hotels, motels, restaurants, airline tickets, etc.)					x <sup>R</sup>	x <sup>B</sup>					
Travel Reimbursements for University employees or guests											3-030 See chart for Travel Reimbursement Criteria
Airfare procurement			√	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>		A check request is acceptable upon approval of Travel Manager
Airfare Early Reimbursement (employee, prior to trip)		x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>		
Airfare Early Reimbursement (non-employee, prior to trip)		√ <sup>9</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>		
Conference Registration (employee, prior to trip)		x <sup>R</sup>	√	x <sup>R</sup>	√ <sup>P</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>		
Conference Registration (non-employee, prior to trip)		√ <sup>9</sup>	√ <sup>9</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>		Travel form is required when airfare is booked with a travel form.
Early Trip Reimbursement (employee, prior to trip)		x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>		
Early Trip Reimbursement (non-employee, prior to trip)		√ <sup>9</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>		Travel form is required when airfare is booked with a travel form.
Final Trip Reimbursement (employee, after trip)		x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>		
Final Trip Reimbursement (non-employee, after trip)		√ <sup>9</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>		Travel form is required when airfare is booked with a travel form.
Hotel Deposit (employee, prior to trip)		x <sup>R</sup>	√	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>		All overnight-stay trips must be processed on a travel form.
Hotel Deposit (non-employee, prior to trip)		√ <sup>9</sup>	√ <sup>9</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>	√ <sup>P</sup>		Travel form is required when airfare is booked with a travel form.
Local mileage (Not travel expense)			√	√	x <sup>R</sup>						A travel log is required (date, start and destination points, purpose)
Tuition						x <sup>R</sup>					
Utility Bills (monthly charges for Gas, Elec., etc.)						√ <sup>P</sup>					Send directly to Accounts Payable. See footnote 11 below.
Vehicle Rentals				x <sup>R</sup>	√	x <sup>R</sup>	√				3-030 Contact the Travel Department for insurance information.
Workstations with panels		x <sup>R</sup>	x <sup>R</sup>	x <sup>R</sup>		√ <sup>P</sup>					Cubicals with laminated work surfaces and sound proof enclosures.

√<sup>P</sup> Preferred. The use of this document is preferred for this type of purchase.

x<sup>R</sup> Restricted. This method of procurement CANNOT be used for this purpose.

√ Acceptable. Prerequisites must be met.

A blank under any method is not prohibited, yet it may not be fitting for the purpose and is thus discouraged. This alternative requires additional documentation to justify your choice of methods

A Requisition can be used in any circumstance except where a specific form is required or specified.

<sup>1</sup> New memberships must be approved by the cognizant dean, director, or designee, or, in the case of the University Hospital personnel, by the hospital administrator. Subsequent payments for renewing memberships already approved as described above can be approved in writing by the member's supervisor

<sup>2</sup> As with all transactions, refreshments must be purchased for a legitimate business purpose and must be allowed by the particular funding source. In addition, when University staff members are involved, purchases should be prudent and infrequent so as to satisfy IRS requirements that there was no taxable benefit to the employee.

<sup>3</sup> Telephone equipment, installation, or service on campus (regular or cellular) is prohibited unless NetCom pre-approves in writ

<sup>4</sup> The Campus Order is acceptable for software licensed and purchased through the University Bookstore or Office of Software Licensin

<sup>5</sup> Use a Campus Order for Food and Beverage that is purchased from campus catering services or restaurant facilities **Chartwell's prefers the Purchasing Card**

<sup>6</sup> Business meals are prohibited except by special exemption from the Purchasing Card program. Contact the Purchasing Department (581-7241) to apply for access to this feature. See above.

<sup>7</sup> The check request or travel reimbursement request for reimbursement of recruitment and entertainment expenses must be signed by the employee who incurred the expense and by the cognizant dean, director, or vice president. If such expenses were incurred by a dean or director, approval authority shall reside with the cognizant vice president, and if by a vice president, with the president or such officer as the president may designate.

<sup>8</sup> University Guest House is acceptable

<sup>9</sup> Guests of the University should provide original receipts, a detailed itinerary or accounting of expenditure

<sup>10</sup> The Purchasing Card should not be used for IRS reportable transactions. Click on one of the following links for a discussion of IRS [reportable] transactions or [exceptions] to the reporting rules.

<sup>11</sup> Send all approved-unpaid utility invoices to Accounts Payable for processing **Do not send invoices that have been paid with the Purchasing Card**