

THE
UNIVERSITY
OF UTAH™

BUYING & PAYMENT GUIDE

Represents "Preferred Procurement Methods" as contemplated in Policy 3-010.III.A.2

NOTE: This guide will be updated several time throughout calendar year 2016 to reflect paper-based processes replaced by UShop processes.

June 27, 2016

This document uses the following images to help guide University personnel regarding preferred buying and payment methods.

NOTE: UShop is the University's online marketplace, and the suppliers, commodities and processes available to users within the marketplace have been designed to provide campus users with the most appropriate blend of pricing and efficient processes.

Users with UShop access are expected to use the UShop Marketplace in all instances where UShop is indicated as the preferred method.

This document will be updated as UShop is enhanced with additional functionality and/or contracted suppliers.



Suppliers, functionality and commodities should be processed through the UShop Marketplace.



Indicates preferred method for non-UShop users, or for instances UShop is not an available method.



Method is acceptable, but is not the most efficient or most cost effective method. Users are encouraged to use preferred methods and support P2P objectives of low contracted pricing, more efficient processes and consistent transparency.



When users see this symbol, the method outlined is the **ONLY** method allowed.



























This method is prohibited by policy for the instances outlined.














What is Being Purchased?













Important Notes and/or Requirements













How is it best to make this purchase? Policies and Resources













A			
What is Being Purchased?	Important Notes and/or Requirements	How is it best to make this purchase? Policies and Resources	
Academic Dues	Refer to "Memberships/Academic Dues"		
Advance Deposits- including conferences, restaurants, and catering	Preferred method for advance deposits are based on the total cost of the event/conference/food purchase, including the deposit amount. 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		Preferred Method for UShop enabled departments-Submit a requisition in UShop
			Preferred Method for expenses totaling less than \$5000-Purchasing Card Preferred Method for expenses totaling more than \$5000-Requisition
Advertisements- Programs and Billboards			Preferred Method for UShop enabled departments-Submit a requisition in UShop
			Preferred Method for expenses totaling less than \$5000-Purchasing Card Preferred Method for expenses totaling more than \$5000-Requisition Preferred Method for expenses totaling less than \$5000-Limited Purchase Order
Advertisements- Employee Recruitment	Purchasing department must provide approval for the use of the PCard to pay for employee recruitment expenses for faculty AND staff positions.		Preferred Method for UShop enabled departments-Submit a requisition in UShop
			Preferred Method – Requisition Preferred Method for expenses totalling less than \$5000-Purchasing Card.
Airline Tickets	Refer to "Travel" section		
Alcohol (Non-denatured ethyl)			Preferred Method for UShop enabled departments-Submit a requisition in UShop
			Sole Method–Keep it on Campus and order through General Stores
Alcoholic Beverages	Not allowed using state appropriated funds. Any purchase of alcoholic beverages for entertainment or recruiting purposes requires Dean or Director’s written approval. As with all transactions, refreshments must be purchased for a legitimate business purpose and must be allowed by the particular funding source.		Preferred Method for purchases less than \$5000–Limited Purchase Order; Purchasing Card (with business meal or alcohol authorization and compliance with department guidelines. Contact Office of General Counsel for restrictions for serving at events on campus.)
Animals	Requisitions for the purchase of animals for research or to put on display require the approval of the director of the Comparative Medicine Department.		Preferred Method for UShop enabled departments-Submit a requisition in UShop
			Sole Method–Requisition

What is Being Purchased?	Important Notes and/or Requirements		How is it best to make this purchase?	Policies and Resources
Awards-Monetary Awards for University Employee	Consult with Tax Services first. Employee Services Awards and should be coordinated through Human		Sole Method-Payroll Ad Comp	FBS Index & Glossary – Employee Awards
Awards-Monetary Awards for Matriculated University of Utah Students			Preferred Method-Scholarship Administration System	
			Restricted Method- Purchasing Card	
Awards- Monetary Awards for non-Matriculated University of Utah Students			Preferred Method-Payment Request	
Awards-Plaques, trophies, etc.			Preferred Method for UShop enabled departments-Submit a requisition in UShop	
			Preferred Method for purchases less than \$5000-Purchasing Card; Limited Purchase Order Preferred Method for purchases more than \$5000–Requisition	
B				
Blood Donors	W-9 is required for for these payments.		Preferred Method–Limited Purchase Check	IRS Form W-9
			Acceptable Method-Payment Request	
Books/Textbooks - Purchased on behalf of a student(s)	Textbooks purchased on behalf of matriculated University of Utah Students must be reported through the Scholarship Administration System.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	
			Preferred Method for expenses totaling less than \$5000-Purchasing Card; Limited Purchase Order Preferred Method for expenses totaling more than \$5000-Requisition	
Books/Textbooks - Purchased on behalf of a faculty member or for a specific course			Preferred Method for UShop enabled departments-Submit a requisition in UShop	
			Preferred Method for expenses totaling less than \$5000-Purchasing Card; Limited Purchase Order Preferred Method for expenses totaling more than \$5000-Requisition	
C				
Campus Purchases	Campus Store, Chartwell’s, & Guest House prefer the Purchasing Card.		Preferred Method-Purchasing Card or Campus Order	University Policy 3-193

What is Being Purchased?	Important Notes and/or Requirements		How is it best to make this purchase?	Policies and Resources
Capital Equipment (costing more than \$5,000)			Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Policy 3-040
			Preferred Method – Requisition	University Rule 3-100D
			Acceptable Method – Campus Order (for on-campus purchases)	University Policy 3-045
Chemicals	Non-denatured ethyl alcohol is restricted and should be ordered through General Stores only. See also: Alcohol, Controlled Substances, Gases, Radioactives.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Rule 3-100E
	Preferred Method–Keep it on Campus by using General Stores Preferred Method for expenses totaling less than \$5000-Purchasing Card; Limited Purchase Order Preferred Method for expenses totaling more than \$5000-Requisition			
Coffee Services			Preferred Method for UShop enabled departments-Submit a requisition in UShop	
	Preferred Method – Purchasing Card; Campus Order			
	Acceptable Method – Limited Purchase Order; Requisition			
Computer Hardware	Purchases greater than \$1,000 are insurable assets and should be recorded in the appropriate expense account.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	
	Preferred Method for expenses totaling less than \$5000-Purchasing Card or Keep it on Campus by using the Campus Bookstore. Preferred Method for expenses totaling more than \$5000-Requisition			
	Acceptable Method-Limited Purchase Order			
Computer Software- including Programs and Licensing	The purchase of computer software, or other goods or services which may involve sensitive personal data (social security numbers, etc) or information protected by HIPPA, must be purchased via Requisition, regardless of cost.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	Office of Software Licensing
	Preferred Method for expenses totaling less than \$5000-Purchasing Card Preferred Method for expenses totaling more than \$5000-Requisition Preferred Method-Keep It On Campus by using the Campus Bookstore or the Office of Software Licensing			

What is Being Purchased?	Important Notes and/or Requirements	How is it best to make this purchase?	Policies and Resources
		Acceptable Method-Limited Purchase Order	
Conference, Seminar, Workshop- Registration Fees/Tuition--Off Campus/involving travel greater than 100 miles from campus.		Preferred Method- Travel Request Preferred Method for expenses totaling less than \$5000 –Purchasing Card	University Policy 3-030
Conference, Seminar, Workshop- Registration Fees/Tuition--Off Campus/local (less than 100 miles from campus)		Preferred Method for expenses totaling less than \$5000-Purchasing Card	
		Acceptable Method for expenses totaling less than \$5000-Limited Purchase Order; Payment Request Acceptable Method for expenses totaling more than \$5000-Requisition	
Conference, Seminar, Workshop- Registration Fees/Tuition--On Campus-employee		Preferred Method-Pay staff tuition through Scholarship Administration System	
		Restricted Method-Purchasing Card; Campus Order	
Conference, Seminars, and Workshops-Hosting or Planning		Preferred Method-Keep It On Campus and contact University Conference & Event Management. Preferred Method for expenses totaling less than \$5000 (deposit included)-Purchasing Card	University Conference & Event Management
		Acceptable Method for expenses totaling less than \$5000-Limited Purchase Order Acceptable Method for on campus venues-Campus Order	
Consultants and Independent Contractors- Corporations or LLC	Must provide a completed Independent Contractor Agreement	 Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Rule 3-100D
			University Policy 3-111
			Restricted Method – Purchasing Card
Consultants and Independent Contractors- Individuals	Must provide a completed Independent Contractor Agreement and an Employee/Independent Contractor Classification Checklist if	 Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Rule 3-100D

What is Being Purchased?	Important Notes and/or Requirements		How is it best to make this purchase?	Policies and Resources
	the vender is an individual.		Preferred Method for one-time payments totaling less than \$5000- Payment Request Preferred Method for expenses totaling more than \$5000 in one fiscal year- Requisition	University Policy 3-111
			Restricted Method – Purchasing Card	
Construction Refer to “Remodeling, Repair, or Alterations”				
Controlled Substances (Drugs, chemicals, gas, etc.)	A DEA license may be required for these purchases.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Rule 3-100E
			Sole Method–Requisition	
			Restricted Method–Campus Order; Payment Request; Limited Purchase Order; Purchasing Card	
Custodial Services	If the vendor is an individual, must provide a completed Independent Contractor Agreement and an Employee/Independent Contractor Classification Checklist.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Policy 3-111
			Preferred Method for On Campus Sites—Keep it on Campus by using Facilities Operations. Preferred Method for expenses totaling more than \$5000 in a fiscal year or those requiring monthly payments–Requisition	
D				
Deposit Refunds			Preferred Method for refunds less than \$100 – Petty Cash Sole Method for refunds more than \$100 – Payment Request	
E				
Employee Incentives or Gifts Refer to “Gifts”, “Flowers”				
Equipment Purchases (Insurable \$1,000 ~ \$4,999)			Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Rule 3-100D
			Preferred Method – Purchasing Card	University Policy 3-041
			Acceptable Method for expenses totaling less than \$5000–Limited Purchase Order	University Policy 3-040
Equipment Rental--One time rental/payment (operating lease -- not a capital lease agreement)			Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Policy 3-110














What is Being Purchased?	Important Notes and/or Requirements	How is it best to make this purchase?	Policies and Resources
		Preferred Method for expenses totaling less than \$5000-Purchasing Card Preferred Method for expenses totaling more than \$5000-Requisition Preferred Method-Campus Order	
Equipment Rental--One-time rental/payment (capital lease agreement)		Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Rule 3-100D
		Sole Method – Requisition	
		Restricted Method – Payment Request	
Equipment Rental-- Multiple payments for the same equipment (based on cumulative cost per year -- not a capital lease)		Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Rule 3-100D
		Preferred Method for expenses totaling less than \$5000-Purchasing Card Preferred Method for expenses totaling more than \$5000-Requisition	
F			
Fabricated Equipment		Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Policy 3-040
		Preferred Method for expenses totaling more than \$5000– Requisition routed through Property Accounting	University Policy 3-041
		Acceptable Method-Campus Order	
Fellowships	Refer to “Scholarships/Fellowships”		
Flowers--For Non-University Employees		Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Expenditure Guidelines
		Preferred Method for expenses totaling less than \$5000-Purchasing Card	
		Acceptable Method for expenses totaling less than \$5000– Limited Purchase Order	












What is Being Purchased?

Important Notes and/or Requirements

How is it best to make this purchase?

Policies and Resources

<p>Flowers--For University employees (condolences only)</p>	  	<p>Preferred Method for UShop enabled departments-Submit a requisition in UShop</p> <p>Preferred Method for expenses totaling less than \$5000-Purchasing Card with special approval from Purchasing Card Program.</p> <p>Acceptable Method for expenses totaling less than \$5000- Limited Purchase Order</p>	<p>See 'Rules regarding Meals, Awards & Gifts' and University Expenditure Guidelines</p>
<p>Flowers--For special event décor or for landscaping</p>	  	<p>Preferred Method for UShop enabled departments-Submit a requisition in UShop</p> <p>Preferred Method for expenses totaling less than \$5000-Purchasing Card</p> <p>Preferred Method for expenses totaling more than \$5000-Requisition</p> <p>Acceptable Method for expenses totaling less than \$5000-Limited Purchase Order</p>	
<p>Food and Meals (non-Travel)--Business Meals, Office Functions</p> <p>Food and meals 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. Not all Purchasing Cards allow for the purchase of food/meals. Contact the Purchasing Card Program (581-7241) to determine if your department approved this feature on your PCard.</p>	  	<p>Preferred Method for UShop enabled departments-Submit a requisition in UShop</p> <p>Preferred Method -Keep it on Campus by using The Point.</p> <p>Preferred Method for expenses totaling less than \$5000 - Purchasing Card (with an approved business meal agreement)</p> <p>Preferred Method for expenses totaling more than \$5000- Requisition</p> <p>Acceptable Method - Limited Purchase Order</p>	<p>University Policy 3-030</p> <p>University Policy 3-031</p>
<p>Food and Meals (non-Travel)--Entertainment/Recruitment</p> <p>Any purchase of food or meals for entertainment or recruiting purposes requires Dean or Director's written approval. Alcohol may not be purchased with state appropriated funds.</p>	  	<p>Preferred Method for UShop enabled departments-Submit a requisition in UShop</p> <p>Preferred Method -Keep it on Campus by using The Point or Chartwells</p> <p>Preferred Method for expenses totaling less than \$5000 - Purchasing Card (with an approved business meal agreement)</p> <p>Preferred Method for expenses totaling more than \$5000- Requisition</p> <p>Acceptable Method - Limited Purchase Order</p>	<p>See 'Rules regarding Meals, Awards & Gifts' and University Expenditure Guidelines</p> <p>University Policy 3-031</p>
<p>Food and Meals (non-Travel)</p>		<p>Preferred Method for UShop enabled departments-Submit a requisition in UShop</p>	<p>See 'Rules regarding Meals, Awards & Gifts' and University Expenditure Guidelines</p>















What is Being Purchased?	Important Notes and/or Requirements		How is it best to make this purchase?	Policies and Resources
			<p>Preferred Method –Keep it on Campus by using The Point or Chartwells.</p> <p>Preferred Method for expenses totaling less than \$5000 – Purchasing Card (with an approved business meal agreement)</p> <p>Preferred Method for expenses totaling more than \$5000– Requisition</p>	
Foreign Purchases	Customs or tariff charges may need to be paid.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Rule 3-100E
			Preferred Method – Requisition	
			Acceptable Method for purchases less than \$1000 and do not require customs clearance-Purchasing Card	
			Restricted Method – Limited Purchase Order	
Freight	If items were purchased on a purchase order then pay the freight on the PO.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	
			<p>Preferred Method for expenses totaling less than \$5000 – Purchasing Card</p> <p>Preferred Method for expenses totaling more than \$5000– Requisition</p> <p>Preferred Method-write “FR” on the invoice followed by the chartfield to which the expense should be charged and send the freight bills directly to Accounts Payable.</p>	
			Acceptable Method for expenses totaling less than \$5000-Limited Purchase Order	
Furniture	Facilities review and approval is required for purchases totalling more than \$5000.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Policy 3-205
			<p>Preferred Method-Keep it on Campus by purchasing from University Surplus and Salvage.</p> <p>Preferred Method for furnishing projects totaling less than \$5000- Purchasing Card</p> <p>Preferred Method for furnishing projects totaling more than \$5000- Requisition</p>	
			Acceptable Method –Limited Purchase Order	









What is Being Purchased?














Important Notes and/or Requirements















How is it best to make this purchase?

Policies and Resources

G				
Gases		See "Controlled Substances"		
Gifts/Gift Cards--For Non-University Employees (donors, University relations, etc)	All gift purchases must be documented with the name of the individual(s) receiving the gift and their relationship to the University (if a non-employee). Also see Human Subjects section.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	See 'Rules regarding Meals, Awards & Gifts' and University Expenditure Guidelines Payments to Human Research Participants
			Preferred Method – Keep it on Campus by purchasing from the Campus Bookstore or Positively U, Payment Request	
			Acceptable Method – Requisition Acceptable Method with an approved Gift Exemption – Purchasing Card	
Gifts/Gift Cards--For Employees	Gifts card purchases for employees, regardless of value, must be documented with their employee ID and reported to Tax Services and recorded as payroll compensation.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	Tax Services Discussion on Employee Awards
			Preferred Method – Keep it on Campus by purchasing from the Campus Bookstore or Positively U, Payment Request	
			Acceptable Method – Requisition	
			Restricted Method – Purchasing Card	
Guest Lecturers	Must complete a Guest Lecturer/Performer agreement.		Preferred Method – Payment Request	FBS Index & Glossary – Guest Lecturer/Performer Agreement
			Restricted Method – Purchasing Card	
H				
Honorariums			Preferred Method – Payment Request	University Policy 3-062
			Restricted Method – Purchasing Card	
Human Subjects and Research Participants	Payment requires IRS Form W-9. See guideline for additional requirements.		Preferred Method – Limited Purchase Check	Payments to Human Research Participants
			Acceptable Method – Payment Request	
I				
Insurable Equipment		Refer to "Equipment"		
Insurance (non-University employee)			Preferred Method for UShop enabled departments-Submit a requisition in UShop	

What is Being Purchased?	Important Notes and/or Requirements		How is it best to make this purchase?	Policies and Resources	
 Preferred Method for expenses totaling less than \$5000-Limited Purchase Order Preferred Method for expenses totaling more than \$5000-Requisition					
L					
Lab Supplies	Refer to "Supplies"				
Leases	Refer to "Rentals/Leases"				
Legal Fees	Payment of legal fees need to be authorized by General Counsel.		Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Policy 3-100	
					Preferable Method-Keep it on Campus by using General Counsel Preferable Method for expenses totaling less than \$5000-Limited Purchase Order Preferable Method for expenses totaling more than \$5000-Requisition
License Renewal Fees	Including Professional, Institutional, and Drug (DEA) Licensing		Preferred Method for UShop enabled departments-Submit a requisition in UShop		
					Preferable Method for expenses totaling less than \$5000–Purchasing Card
					Acceptable Method for expenses totaling less than \$5000-Limited Purchase Order Acceptable Method – Requisitions, Payment Request
Lodging for Conferences	Refer to "Travel"				
M					
Maintenance-Equipment-Prepare a requisition if the repair involves a machine that has hazardous or radioactive materials. See Policy 3-205 regarding grounds and property repairs. Only one payment is allowed per LPO/PR. -Includes Maintenance Agreements and One-Time Repairs			Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Rule 3-100D	
				Preferred Method –Keep it on Campus by working through Facilities Operations. Preferred Method for yearly expenses totaling less than \$5000 in a fiscal year- Purchasing Card Preferred Method for yearly expenses totaling more than \$5000 in a fiscal year- Requisition	University Policy 3-205

What is Being Purchased?	Important Notes and/or Requirements		How is it best to make this purchase?	Policies and Resources
Medical Services University Departments paying for medical services performed by other University Departments should pay for these via campus order or eJournal.			Preferred Method for UShop enabled departments-Submit a requisition in UShop	
			Preferred Method for expenses totaling more than \$5000-Requisition Preferred Method – Payment Request	
Medications/Vaccinations	Refer to "Controlled Substances"			
Memberships and Academic Dues 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.			Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Rule 3-100E
			Preferred Method for dues totaling more than \$5000-Requisition Preferred Method for dues renewals less than \$5000-Purchasing Card Preferred Method for new/first-time dues-Payment Request	
Mileage Reimbursement- Non-University Employee			Preferred Method-Travel Reimbursement; Payment Request	Private Auto Mileage Rates
Mileage Reimbursements- University Employee			Preferred Method for trips more than 100 miles away from campus-Travel Request	Private Auto Mileage Rates University Policy 3-030-Travel
			Preferred Method for trips less than 100 miles one way from campus-Petty Cash Acceptable Method for trips less than 100 miles one-way from campus-Payment Request	
Moving Expenses- Moving Companies (Household or Office)			Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Policy- 3-032 IRS Publication on Moving Expenses
			Preferred Method – Requisition	
			Acceptable Method for expenses totaling less than \$5000 - Payment Request	
			Restricted Method – Purchasing Card	
Moving Expense Reimbursements			Preferable Method for University Employees (uID assigned)- Travel Request Preferable Method for non-employees – Payment Request	University Policy 3-032 IRS Publication on Moving Expenses
P				
Performers/Entertainers /DJ's (Individuals and Groups)	Must use Guest Lecturer/Performer Agreement.C149		Preferred Method for UShop enabled departments-Submit a requisition in UShop	FBS Index & Glossary – Performer/Guest Lecturer Agreement













What is Being Purchased?	Important Notes and/or Requirements	How is it best to make this purchase?	Policies and Resources
	 	Preferred Method – Payment Request Preferred Method for multiple or recurring payments to the same group/individual–Requisition Restricted Method – Purchasing Card	
Printing and Copying Services	  	Preferred Method for UShop enabled departments-Submit a requisition in UShop Preferred Method-Keep It On Campus by using University Print and Mail Services. Preferred Method for expenses totaling less than \$5000-Purchasing Card Preferred Method for cumulative expenses totaling more than \$5000 in a year-Requisition Acceptable Method – Limited Purchase Order	Print and Mail Services
Printer/Copier purchases or Service Contracts	  	Preferred Method for UShop enabled departments-Submit a requisition in UShop Preferred Method-Keep It On Campus by contacting the Copier Fleet department. Preferred Method for expenses totaling less than \$5000-Purchasing Card Preferred Method for expenses totaling more than \$5000-Requisition Acceptable Method – Limited Purchase Order	Copier Fleet Department
Purchases from an off-campus vendor	  	Preferred Method for UShop enabled departments-Submit a requisition in UShop Preferred Method for expenses totaling less than \$5000-Purchasing Card Preferred Method for expenses totaling more than \$5000-Requisition Acceptable Method – Limited Purchase Order	
Purchases amounting to more than bid limits	  	Preferred Method for UShop enabled departments-Submit a requisition in UShop Preferred Method – Requisition Restricted Method – Purchasing Card; Limited Purchase Order; Payment Request	University Regulations Library – R3-100C
















What is Being Purchased?

Important Notes and/or Requirements

How is it best to make this purchase? Policies and Resources

R

<p>Radioactive Isotopes</p>	  	<p>Preferred Method for UShop enabled departments-Submit a requisition in UShop</p> <p>Sole Method – Requisition</p> <p>Restricted Method – Campus Order; Payment Request; Limited Purchase Order; Purchasing Card</p>	<p>University Rule 3-100E</p>
<p>Registrations</p>	<p>Refer to “Conferences Seminars, Workshops, Tuition”</p>		
<p>Reimbursements</p>	<p>Reimbursements >\$1000 must be approved by a Director or Chair and must include an explanation as to why preferred procurement methods were not used. Reimbursements for business meals for recruitment or entertainment purposes require a Dean or Director’s written approval. The University of Utah’s tax exempt status does not apply for these purchases and it is against Utah tax code to request tax exemption when paying with personal funds.</p>	 	<p>Preferred Method expenses incurred while <100 miles away from campus– Payment Request</p> <p>Preferred Method for expenses incurred while >100 miles away from campus-Travel Request</p> <p>Preferred Method for <\$100 and incurred while <100 miles away from campus- Petty Cash</p> <p>Restricted Method – Purchasing Card; Limited Purchase Check</p> <p>University Policy 3-010</p> <p>University Rule 3-010A</p>
<p>Rentals/Lease (real property, office space, storage)</p>	<p>Consult with Real Estate Administration first.</p>	 	<p>Preferred Method for UShop enabled departments-Submit a requisition in UShop</p> <p>Sole Method – Requisition.</p> <p>University Policy 3-110</p>
<p>Rentals (events, meeting space)</p>	<p>If the event is to be held at a hotel, contact the Purchasing Card Program to verify the controls on your card.</p>	 	<p>Preferred Method for UShop enabled departments-Submit a requisition in UShop</p> <p>Preferred Method-Keep It On Campus and contact the University Conference & Event Management.</p> <p>Preferred Method for total expenses costing more than \$5000 (including deposit)-Requisition</p> <p>Preferred Method for expenses totaling less than \$5000 (including deposit)- Purchasing Card; Limited Purchase Order</p> <p>Preferred Method-Campus order for on-campus vendors.</p>
<p>Remodeling, Repair or Alterations of University physical facilities</p>	<p>Contact Campus Planning first.</p>	 	<p>Preferred Method- Keep it on Campus by working through Facilities Operations.</p> <p>Preferred Method – Requisition.</p> <p>Restricted Method – Payment Request; Limited Purchase Order; Purchasing Card</p> <p>University Policy 3-205</p> <p>University Rule 3-100D</p>
<p>Repairs and Maintenance</p>			<p>Preferred Method for UShop enabled departments-Submit a requisition in UShop</p> <p>University Policy 3-205</p>













What is Being Purchased?	Important Notes and/or Requirements	How is it best to make this purchase?	Policies and Resources
	 	Preferred Method – Keep it on Campus by working through the Facilities Operations. Preferred Method for expenses totaling less than \$5000 in a fiscal year- Purchasing Card Preferred Method for expenses totaling more than \$5000 in a fiscal year- Requisition Acceptable Method for expenses totaling less than \$5000 in a fiscal year –Limited Purchase Order	University Rule 3-100D
Reprint fees (Manuscript and Page charges)	  	Preferred Method for UShop enabled departments-Submit a requisition in UShop Preferred Method for expenses totaling less than \$5000-Purchasing Card Preferred Method for expenses totaling more than \$5000-Requisition Acceptable Method for expenses totaling less than \$5000-Payment Request	
Research Subject and Study Participant Payments	Requires IRS Form W-9  	Preferred Method – Limited Purchase Check Preferred Method – Payment Request Restricted Method-Purchasing Card	Guidlines for Payments to Human Research Participants IRS Form W-9
Restricted items as outlined in Rule R3-100E	Non-denatured ethyl alcohol requires a Tax-Free Alcohol and Usage Report form.   	Preferred Method for UShop enabled departments-Submit a requisition in UShop Preferred Method – Requisition Preferred Method – Campus Order Restricted Method-Payment Request	University Rule 3-100E
Royalties	Requires IRS Form W-9 	Preferred Method – Payment Request	IRS Form W-9
S			
Scholarships and Fellowships	 	Preferred Method – Scholarship/Fellowship Administration System Restricted Method – Payment Request, Limited Purchase Order, Purchasing Card, Traineeship Form, Payroll	
Services provided by University faculty, staff, and employees	 	Process through Payroll Restricted Method – Payment Request; Limited Purchase Order; Purchasing Card	University Policy 5-403















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How is it best to make this purchase?

Policies and Resources

Services- plant maintenance, etc		Preferred Method for UShop enabled departments-Submit a requisition in UShop		
		Preferred Method – Keep It On Campus by working through the Facilities Operations. Preferred Method for expenses totaling more than \$5000 during a fiscal year- Requisition	Facility Operations	
		Acceptable Method for expenses totaling less than \$5000 during a fiscal year – Limited Purchase Order		
Signage		Preferred Method for UShop enabled departments-Submit a requisition in UShop	University Rule 3-100D	
		Preferred Method-Keep it on Campus by using Print and Copy Services Preferred Method for expenses totaling less than \$5000-Purchasing Card Preferred Method for expenses totaling more than \$5000-Requisition		
		Acceptable Method for expenses totaling less than \$5000 – Limited Purchase Order		
Software	All subscriptions and cloud-based software not available from OSL should be paid for using PCard.		Preferred Method for expenses totaling more than \$5000 - UShop Requisition	Office of Software Licensing
			Preferred Method – Keep it on Campus by using Office of Software Licensing Preferred Method for expenses totaling more than \$5000 - Paper Requisition (Through August '16) Preferred Method for expenses totaling less than \$5000, and not available from OSL - Purchasing Card	
			Restricted Method – Payment Request	
Subcontracts (OSP)			Sole Method – Requisition	
			Restricted Method – Payment Request; Purchasing Card	
Subscriptions-- Magazines, Newspapers, and Periodicals			Preferred Method for UShop enabled departments-Submit a requisition in UShop	

What is Being Purchased?	Important Notes and/or Requirements	How is it best to make this purchase?	Policies and Resources
	 	Preferred Method for expenses totaling more than \$5000-Requisition Preferred Method for expenses totaling less than \$5000 – Purchasing Card Acceptable Method – Limited Purchase order	
Subscriptions--Internet Access to Mission Critical Applications	 	Preferred Method for UShop enabled departments-Submit a requisition in UShop Preferred Method for expenses totaling more than \$5000-Requisition Preferred Method for expenses totaling less than \$5000-Purchasing Card	
Supplies (Lab or Office)	  	Preferred Method for UShop enabled departments-Submit a requisition in UShop Preferred Method for expenses totaling more than \$5000-Requisition Preferred Method for expenses totaling less than \$5000-Purchasing Card Acceptable Method for expenses totaling less than \$5000– Limited Purchase Order	University Rule 3-100D
T			
Temporary Employment Services/Agencies	  	Preferred Method for UShop enabled departments-Submit a requisition in UShop Preferred Method for expenses totaling more than \$5000-Requisition Preferred Method for expenses totaling less than \$5000-Purchasing Card Acceptable Method for expenses totaling less than \$5000-Limited Purchase Order	
Traineeships for Matriculated U of U Students	Traineeships for matriculated students should be reported in the Scholarship Administration System and a copy of that reporting attached to the Traineeship Form.  	Preferred Method-Traineeship Form Restricted Method-Payment Request; Payroll	Traineeship Forms and Instructions
Traineeships for Non-Matriculated U of U Students	 	Preferred Method-Traineeship Form Acceptable Method-Payment Request	Traineeship Forms and Instructions













What is Being Purchased?	Important Notes and/or Requirements		How is it best to make this purchase?	Policies and Resources
Transcription Services		 Preferred Method for expenses totaling more than \$5000-Requisition Preferred Method for yearly expenses totaling less than \$5000 – Purchasing Card	University Rule 3-100D	
Travel Cash Advance		 Travel Cash Advance Form	FBS Index & Glossary –Travel Reimbursement	
Travel (lodging, hotels, motels, restaurants, airline tickets, etc.)	Utah state sales tax is required to be paid upfront for Utah lodging sales tax. Tax Services Dept. files a quarterly Utah State Sales Refund	 Preferred Method-Travel Request	University Policy 3-030	
Travel, Local Shuttle	Local Shuttle Service for non-employees	 Preferred Method for non-employees - PCard	FBS Index & Glossary-Airfare Request Form	
Travel, Airfare	Airfare; Reimbursements for University employees or guests	 Preferred Method – Submit to Travel using Steps 1,2,3 Airfare Forms	University Policy 3-030	
		 Acceptable Method for non-employees – Payment Request	FBS Index & Glossary –Travel Reimbursement	
Travel, Airfare	Airfare Early Reimbursements (employee, prior to trip)	 Acceptable Method – Submit to Travel using an Early Reimbursement Form	University Policy 3-030	
		 Restricted Method – Payment Request	FBS Index & Glossary –Travel Reimbursement	
Travel, Airfare	Airfare Early Reimbursements (non-employee, prior to trip) NOTE: Guests of the University should provide original receipts, a detailed itinerary or accounting of expenditures.	 Acceptable Method – Submit to Travel using an Early Reimbursement Form	University Policy 3-030	
		 Acceptable – Payment Request	FBS Index & Glossary –Travel Reimbursement	
Travel, Conf. Reg.	Conference Registration Reimbursements (employee, prior to trip)	 Preferred Method – Submit to Travel using a Conference Payment Form; Purchasing Card	University Policy 3-030	
		 Restricted Method – Payment Request	FBS Index & Glossary –Travel Reimbursement	
Travel, Conf. Reg.	Conference Registration Reimbursements (non-employee, prior to trip) NOTE: Guests of the University should provide original receipts, a detailed itinerary or accounting of expenditures. Travel form is required when airfare is booked with a travel	 Preferred Method – Submit to Travel using a Conference Payment Form, Purchasing Card; Payment Request	University Policy 3-030	
Travel	Early Trip Reimbursements (employee, prior to trip)	 Preferred Method – Submit this to Travel using the Early Reimbursement Form.	University Policy 3-030	









What is Being Purchased?

Important Notes and/or Requirements

How is it best to make this purchase?

Policies and Resources

<p>Travel</p> <p>Early Trip Reimbursements (non-employee, prior to trip) NOTE: Guests of the University should provide original receipts, a detailed itinerary or accounting of expenditures. Travel form is required when airfare is booked with a travel form.</p>	<p></p> <p></p> <p></p>	<p>Restricted Method - Payment Request</p> <p>Preferred Method – Submit to Travel using an Early Reimbursement Form; Payment Request</p> <p>Acceptable - Payment Request</p>	<p>FBS Index & Glossary –Travel Reimbursement</p> <p>University Policy 3-030</p> <p>FBS Index & Glossary –Travel Reimbursement</p>
<p>Travel, Hotel Prepayment</p> <p>Hotel Deposit Reimbursements (employee, prior to trip) NOTE: All overnight-stay trips must be processed through the Travel Office.</p>	<p></p> <p></p>	<p>Preferred Method – Submit to Travel using the Hotel Payment Form.</p> <p>Restricted Method – Payment Request</p>	<p>FBS Index & Glossary – Hotel Prepayment</p> <p>FBS Index & Glossary –Travel Reimbursement</p>
<p>Travel</p> <p>Hotel Deposit Reimbursements (non-employee, prior to trip) NOTE: Guests of the University should provide original receipts, a detailed itinerary or accounting of expenditures. Travel form is required when airfare is booked with a travel form.</p>	<p></p> <p></p>	<p>Preferred Method – Travel Request; Payment Request</p> <p>Acceptable - Payment Request</p>	<p>FBS Index & Glossary – Hotel Prepayment</p> <p>FBS Index & Glossary –Travel Reimbursement</p>
<p>Travel</p> <p>Mileage Reimbursements NOTE: A travel log is required (date, start and destination points, purpose)</p>	<p></p>	<p>Preferred Method for day trips <100 miles one-way and <\$100-Petty Cash</p> <p>Preferred Method for day trips <100 miles one-way– Payment Request</p> <p>Preferred Method for day trips >100 miles one-way – Submit to Travel using a Final Reimbursement Form.</p>	<p>FBS Index & Glossary – Mileage (Personal)</p>
<p>U</p>			
<p>Uniforms</p>	<p></p> <p></p> <p></p>	<p>Preferred Method for UShop enabled departments-Submit a requisition in UShop</p> <p>Preferred Method for expenses totaling more than \$5000-Requisition</p> <p>Preferred Method for expenses totaling less than \$5000-Purchasing Card</p> <p>Acceptable Method for expenses totaling less than \$5000–Limited Purchase Order</p>	<p>University Rule 3-100D</p>
<p>Utility Bills (monthly charges for Gas, Elec., etc.)</p>	<p></p>	<p>Preferred Method for UShop enabled departments-Submit a requisition in UShop</p>	

What is Being Purchased?	Important Notes and/or Requirements	How is it best to make this purchase?	Policies and Resources
		<p>Preferred Method for expenses totaling less than \$5000– Purchasing Card</p> <p>Preferred Method -- Send directly to Accounts Payable. Send all approved-unpaid utility invoices to Accounts Payable for processing. Do not send invoices that have been paid with the Purchasing Card to Accounts Payable.</p>	
V			
Vehicle Rentals		<p>Preferred Method-Keep in on campus by working through Facilities Operations' Motor Pool</p> <p>Preferred Method for trips >100 miles away– Travel Reimbursement</p>	<p>FBS Index & Glossary – Car Rental University Regulations Library – 3-030</p> <p>University Policy 3-030</p>
		Restricted Method – Purchasing Card	
W			
Waste Disposal		Preferred Method for UShop enabled departments-Submit a requisition in UShop	
		<p>Preferred Method for expenses totaling more than \$5000-Requisition</p> <p>Preferred Method for expenses totaling less than \$5000 in one year-Purchasing Card</p>	
		Acceptable Method for expenses totaling less than \$5000 in one year-Limited Purchase Order	
Water Services		Preferred Method for expenses totaling less than \$5000-Purchasing Card	
Workstations not requiring alterations to physical facilities		<p>Preferred Method for expenses totaling more than \$5000-Requisition</p> <p>Preferred Method for expenses totaling less than \$5000-Purchasing Card; Limited Purchase Order</p>	
Workstations with panels requiring alterations to physical facilities	Refer to "Remodeling, Repair or Alterations of University Physical Facilities"		