**Buying and Payment Guide Summary:**

Below is a summary of the types of purchases appropriate for each procurement or payment method. For a more comprehensive description of the “Best” method and corresponding policies, info, and links, please reference the full [Buying and Payment Guide](#).

<table>
<thead>
<tr>
<th>UShop Punch-Outs</th>
<th>UShop Renewals</th>
<th>UShop Non-Catalog Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required for UShop available catalogs. Preferred electronic method for purchases:</td>
<td>Preferred method for ongoing services such as:</td>
<td>Preferred method for purchases of goods and services including but not limited to:</td>
</tr>
<tr>
<td>- Office Supplies</td>
<td>- Coffee Services</td>
<td>- Advertisements (Programs and Billboards)</td>
</tr>
<tr>
<td>- Medical Supplies</td>
<td>- Custodial Services</td>
<td>- Alcohol (non-denatured ethyl)</td>
</tr>
<tr>
<td>- Lab Supplies or Equipment</td>
<td>- Monthly Space Rental</td>
<td>- Awards-Plaques, trophies, etc.</td>
</tr>
<tr>
<td>- Janitorial Supplies</td>
<td>- Repairs and Maintenance</td>
<td>- Books</td>
</tr>
<tr>
<td>- Computers or Computer Components</td>
<td>- Water Services</td>
<td>- Chartwells Plaques, trophies, etc.</td>
</tr>
<tr>
<td>- Server Class Systems or Components</td>
<td>-</td>
<td>- Coffee Services</td>
</tr>
<tr>
<td>- Networking Equipment</td>
<td></td>
<td>- Chartwells Catering</td>
</tr>
</tbody>
</table>

**ePR**

ePR or Payment Requests are preferred for payment allowed by policy including but not limited to:

- Awards
- Books/Textbooks (Purchased on behalf of a student(s))
- Donations
- Freight
- Guest Lecturers
- Honoraria
- Human Subjects and Research Participants
- Insurance (non-University employee)
- Legal Fees
- License Renewal Fees (Professional)
- Medical Services (outside of U of U Depts)
- Memberships and Academic Dues
- Performers/Entertainers/DJ’s (individuals and groups)
- Refunds
- Social Dues
- Utility Bills (monthly charges for Gas, Elec. Etc.)

**Keep it on Campus**

Whenever possible, take advantage of the goods and services available on campus through Campus Orders:

- Campus Store
- Copier Fleet Services
- Facilities Management
- Facilities—Motor Pool
- General Counsel
- General Stores
- The Point
- Positively U
- Univ Conference & Event Management
- University Print and Mail Services
- University Surplus and Salvage
- Christopherson Onsite Travel Agents—Prepaid Airfare

**Scholarship Administration**

Payments for tuition and fees of Scholarships and Awards to enrolled University of Utah students.

**Payroll**

Payments for wages, services, and awards to employees.

**Travel & Reimbursement Services**

Travel is 100 miles or overnight. General Reimbursements processed through Travel and Reimbursement Services.

- Prepaid Airfare
- Hotel and Conference Prepayments available
- Travel Cash Advances