

Buying and Payment Guide Summary:

Rev: 09/11/2017

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](#).

UShop Punch-Outs

Required for UShop available catalogs. Preferred electronic method for purchases:

- Office Supplies
- Medical Supplies
- Lab Supplies or Equipment
- Janitorial Supplies
- Computers or Computer Components
- Server Class Systems or Components
- Networking Equipment

UShop Renewals

Preferred method for ongoing services such as:

- Coffee Services
- Custodial Services
- Monthly Space Rental
- Repairs and Maintenance
- Water Services

UShop Non-Catalog Form

Preferred method for purchases of goods and services including but not limited to:

- Advertisements (Programs and Billboards)
- Alcohol (non-denatured ethyl)
- Awards-Plaques, trophies, etc.
- Books
- Chartwells Catering
- Chemicals
- Coffee Services
- Computer Hardware/Software
- Controlled Substances (Drugs, chemicals, gas, etc.)
- Custodial Services
- Equipment Rentals and Purchases
- Fabricated Equipment
- Catered Food and Meals
- Foreign Purchases
- Furniture
- Maintenance—Equipment
- Printing and Copying Services
- Radioactive Isotopes
- Remodeling, Repair or Alterations of University physical facilities
- Rentals (events, meeting space)
- Rentals (real property, office space, storage)
- Reprint fees
- Signage
- Subscriptions
- Supplies (lab supplies or Office Supplies)
- Transcription Services
- Uniforms
- Waste Disposal
- Water Services—Bottles or other
- Workstations/Cubicles

PCard

University Corporate Credit Card used for small dollar purchases. See PCard Restricted list for more details. PCard purchases include but are not limited to:

- Small Dollar Goods (<\$5,000)
- Printing and Copier Services
- Conference Registration
- Chartwells Restaurants
- Advertising
- Software License Renewals
- Repairs and maintenance to Non-individuals
- Meals with PCard Exemption
- Subscriptions
- Freight
- Waste Disposal

ePayment Request

ePR 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
- 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.)
- Fellowship/Traineeship

Keep it on Campus

Whenever possible, take advantage of the goods and services available on campus. Contact the seller to understand their preferred method of payment.

- 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
- Prepaid Airfare-Onsite Travel Agents

Scholarship Administration

Payments for tuition and fees of Scholarships and Awards to enrolled & Matriculated 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 & Conference Prepayments
- Travel Cash Advances