

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](#).

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

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