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 Specialty Forms
- Preferred method for:
  - Chartwells Catering
  - Chartwells Walk-in Dining
  - Chartwells Dining Dollars/Meal Plans
  - Recurring Lease Payments
  - Internal University Suppliers

### 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

### 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.

### 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

### 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
  - Advertising
  - Software License Renewals
  - Repairs and maintenance to Non-individuals
  - Meals with PCard Exemption
  - Subscriptions
  - Freight
  - Waste Disposal
  - Chartwells

### Payroll
- Payments for wages, services, and awards to employees:
  - Prepaid Airfare
  - Hotel & Conference Prepayments
  - Travel Cash Advances

### 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