

Payment Method for Expenditures - Quick Reference Guide

	Preferred Method Purchasing Card Purchases less than \$5,000 (Hospital < \$2,500) and Written Agreement NOT Required (Services allowed where specified)	Requisition through Procurement Services (Hospital > \$2,500)	Non-PO Voucher (allowed when vendor doesn't accept credit card - must be stated on Comments panel)	Payroll	Other	Required Documentation
Advertising - Newspaper, Radio, Television (less than \$5,000 and no agreement required)			X			Contract or Terms & Agreement Form must be signed by Campus Business Services.
Advertising - Newspaper, Radio, Television (over \$5000)		X				Contract or Terms & Agreement Form must be signed by Campus Business Services.
All Tangible Goods and Items (\$5,000 and less)	X	X				Exclusions may exist on Individual Campuses. Consult Campus Procurement Services for Exclusions.
All Tangible Goods and Items (More than \$5,000)		X				
Auctions, Public		X				
Awards related to University Employment				X		**Reference Policy when in Place
Billing Services by Third Party		X				
Books, Publications, Newspaper/ Subscription (price in print required)	X		X			
Building Rent/Lease Payments for off-campus facilities			X			Contract or Terms & Agreement Form must be signed by Campus Business Services.
Camera Allowance				X		
Car Allowance				X		
Cell Phone Reimbursement - business use of personal phone			X			Call Detail & Worksheet
Clothing Allowance				X		
Commercial Wireless Telephone (includes cellular and radios)	COLUM - Contracted Vendors through Telecom	COLUM - Non-contracted Vendors				
	STLOU		STLOU			STLOU - Contract or Terms & Agreement Form must be signed by Campus Business Services.
	HOSPT - Contracted Vendors through Telecom	HOSPT - Non-contracted Vendors				ROLLA - Cell phones & services must be handled through UMR Info Tech (IT)
						KCITY - Cell phones & services must be handled through UMKC Info Tech (IT)

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Commissions				X		
Consultant Fees			X			Contract or Terms & Agreement Form must be signed by Campus Business Services if over \$500.
Deposits on Hotel/Room Reservations (requires form completed) for Individual Travel			X			
Dues for Organizational Membership (Benefit statement required)	X - Except HOSPT		X			
Equipment Leases/Rental	X	X				If Master Agreement Exists - Purchasing Card allowed. If not, Requisition required. Contact Campus Procurement Office for information.
Equipment Maintenance/Repairs - work performed off-site by Incorporated Vendor	X	X				
Equipment Maintenance/Repairs - work performed on-site or by individuals, sole-proprietors or non-incorporated vendors.		X				
Equipment Maintenance/Service Agreements	X	X				If Master Agreement Exists - Purchasing Card allowed. If not, Requisition required. Contact Campus Procurement Office for information.
Exhibit Space for Conventions, Conferences, Trade Shows, etc.	X		X			Contract or Terms & Agreement Form must be signed by Campus Business Services.
Expense Advance Request (prior approval required by Campus Accounting Office)			X			
Express Mail Services (i.e. FedEx,	X - Except HOSPT	X - HOSPT Warehouse Only	X			
Floor Covering Removal and/or installation		COLUM				
		STLOU				
					HOSPT - Facilities	
					ROLLA - UMR Physical Facilities	
		KCITY				

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Gasoline for University owned vehicles	COLUM		COLUM - Employee Reimbursement		COLUM - University Gas Station when available	
		STLOU				
	HOSPT- Fleet Card		HOSPT - Employee Reimbursement		HOSPT - University Gas Station when available	
	ROLLA - Fleet Card		ROLLA - Employee Reimbursement			
	KCITY - Fleet Card		KCITY - Employee Reimbursement		KCITY - University Gas Station when available	
Hazardous &/or Radioactive Materials	X - Authorized or Approved to purchase these products	X - Not Authorized or Approved				
Incentive payments				X		
Intellectual property (ie. Photography services, webpage/software development, sound/video recordings)			X			Contract or Terms & Agreement Form must be signed by Campus Business Services.
International Exchange Agreements/ Educational Experiences			X			Contract or Terms & Agreement Form must be signed by Campus Business Services.
Items on Term Contracts through Procurement Services	X	X				
Lab Testing Services (\$5,000 or less)	COLUM					
		STLOU				
		HOSPT				
	ROLLA	ROLLA				
	KCITY					
Lab Testing Services (vendor not incorporated or total amount between \$5,000 & \$10,000)		COLUM	COLUM			
		STLOU				
		HOSPT				
		ROLLA				
			KCITY			
Lab Testing Services (over \$10,000)		COLUM				
		STLOU				
		HOSPT				
		ROLLA				
		KCITY				

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Lodging/Car Rental/Transportation (Direct Bill)			X			
Meals - Food Only (no servers or wait staff)	COLUM		COLUM		STLOU - Contracted Provider	-If 10 people or more, list group name and business purpose. If fewer than 10 people, list attendee names and business purpose. - On-campus/Contracted Provider is preferred. If not able to use, then follow payment method designated or contact Campus Procurement Office for more information.
			HOSPT - Direct Bill or employee reimbursement		HOSPT Food Service	
	ROLLA		ROLLA			
	KCITY		KCITY			
Meals - Food with Catering Services - provided on-campus (includes servers or wait staff)		COLUM - > \$10,000	COLUM - < \$10,000		STLOU - Contracted Provider	-Contract or Terms & Agreement Form must be signed by Campus Business Services. -Contact Campus Procurement Office for more information regarding required documentation.
			STLOU - If Contracted Provider is not able to provide		HOSPT Food Service	
	ROLLA - Contracted Provider		ROLLA - Contracted Provider			
		KCITY - > \$10,000	KCITY - < \$10,000			
Meals - Food with Catering Services - provided off-campus (includes servers or wait staff)		X - > \$10,000	X - < \$10,000			-Contract or Terms & Agreement Form must be signed by Campus Business Services. -Contact Campus Procurement Office for more information regarding required documentation.
Moving Expenses - Moving University property from one department to another (Not Campus Movers)		COLUM				
	STLOU - If using contracted moving company	STLOU - If not using contracted moving company				
		HOSPT				
	KCITY - If using contracted moving company	ROLLA - Only if UMR Physical Facilities cannot provide service KCITY - If not using contracted moving company				
Moving Expenses - Paying vendor directly for moving new employee (relocation)			X			
Moving Expenses - Reimbursement to employee (relocation)				X		Send forms to Accounting Services
Moving Expenses - When vendor requires purchase order.		X				

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Pagers and Paging Services	COLUM					
					STLOU - Services must be handled through UMSL ITS	
	HOSPT	HOSPT				
					ROLLA - Services must be handled through UMR IT KCITY - Services must be handled through UMKC IT	
Performances (Missouri 2% Entertainers Tax)			X			-COLUM, STLOU, HOSPT - Contract required for services > \$500 -ROLLA - Contract always required -KCITY - Contract required for services > \$100
Postage (United States Postal Service)	X - Except ROLLA		X - Except COLUM			Campus Mail Service Preferred. Only use outside services if obtained prior approval or necessary due to off-campus location.
Printing Services	X	X - Except HOSPT				Campus Printing Service preferred. Only use outside services if obtained prior approval or necessary due to off-campus location.
Refunds			X			CRR# Required as Reference on Comments
Registration Fees - Conferences/Meetings/Trainings	X - Except HOSPT		X			
Reimbursements to individuals for purchases made of \$100 or less (petty cash eliminated)			X			Exceptions may exist, contact your Campus Accounting Office. Administrative Superior or designee signature required.
Research Subject Payments			X			
Royalty payments			X			
Sam's Club Purchases		X				
Services on Term Contracts through Procurement Services - work performed off-site by Incorporated Vendor	X					If Master Agreement Exists - Purchasing Card allowed. If not, Requisition required. Contact Campus Procurement Office for information.
Services on Term Contracts through Procurement Services - work performed on-site or by individuals, sole-proprietors or non-incorporated vendors.		X				

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Shuttle Services - Local to and from airport for travel departure. (For chartered services see Transportation Services Category)	X - if Purchasing Card has Transportation option. No HOSPT allowed		X			
Speaker Fees/Honorarium			X			Contract required for services > \$500
Stipends, Scholarships, Fellowships, and Awards for Students			X - KCITY Stipends Only		X - Financial Aid (K CITY Scholarships, Fellowships & Awards Only)	Exceptions may exist. Contact your Campus Accounting Office for more information.
Transcription Services		X				Contract or Terms & Agreement Form must be signed by Campus Procurement Services (STLOU - Campus Business Services).
Transportation Services (Chartered Buses, Aircraft, Watercraft, etc.)		X				Select charter service contracts have been approved for payment with Purchasing Card. Contact campus Procurement office for a list of these approved contracts.
Airfare - Paid directly to vendor/travel agency	X - if Purchasing Card has Transportation option. No HOSPT allowed		HOSPT - Except if Direct Billed to HOSPT Ghost Card			
TRAVEL REIMBURSEMENT - MADE TO INDIVIDUAL	(COLUM - reimbursement after trip only)					
* Airfare - reimbursements to individuals			X			
* Hotel/Room Reservation Deposits			X - Except COLUM		COLUM - Accounting Services Hotel Card. Form Required.	
* Lodging			X			
* Meal Allowances			X			
* Personal Vehicle			X			
* Personal/Leased Aircraft			X			
* Registration			X			
* Rental Cars			X			
Utilities/Cable TV - on campus	COLUM		COLUM			Must go through Campus Energy Management or Telecom for service. If service not available, follow grid to left.
	STLOU		STLOU			
		HOSPT - Cable TV	HOSPT - Phone			
			ROLLA - Cable Only			
	KCITY		KCITY			
Utilities/Phone/Cable TV - off campus	X		X			