

Payment Method for Expenditures - Quick Reference Guide

	<i>Preferred Method Purchasing Card</i>	Requisition through Procurement Services	Non-PO Voucher	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)	X		X		Contract or Terms & Agreement Form must be signed by Campus Business Services.	
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		X			

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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	X	X			
Floor Covering Removal and/or installation		X				
Gasoline for University owned vehicles		X				
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)		X				
Lab Testing Services (vendor not incorporated or total amount between \$5,000 & \$10,000)		X				
Lab Testing Services (over \$10,000)		X				
Lodging/Car Rental/Transportation (Direct Bill)			X			

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Meals - Food Only (no servers or wait staff)					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.
Meals - Food with Catering Services - provided on-campus (includes servers or wait staff)			X - If Contracted Provider is not able to provide		Contracted Provider	-Contract or Terms & Agreement Form must be signed by Campus Business Services. Contact Campus Procurement Office for more information regarding required documentation.
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)	STLOU - If using contracted moving company	STLOU - 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				
Pagers and Paging Services					X - Services must be handled through UMSL ITS	
Performances (Missouri 2% Entertainers Tax)			X			-Contract required for services > \$500
Postage (United States Postal Service)	X		X			Campus Mail Service Preferred. Only use outside services if obtained prior approval or necessary due to off-campus location.
Printing Services	X	X				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		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.

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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				
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 - Financial Aid	Exceptions may exist. Contact your Campus Accounting Office for more information.
Transcription Services		X				Contract or Terms & Agreement Form must be signed by Campus Business Services.
Transportation Services (Charter 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.					
TRAVEL REIMBURSEMENT - MADE TO INDIVIDUAL						
* Airfare - reimbursements to individuals			X			
* Hotel/Room Reservation Deposits			X			
* Lodging			X			
* Meal Allowances			X			
* Personal Vehicle			X			
* Personal/Leased Aircraft			X			
* Registration			X			
* Rental Cars			X			
Utilities/Cable TV - on campus	X		X			

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Utilities/Phone/Cable TV - off campus	X		X			