

List version of Payment Reference Guide

please check payment reference guide for additional details



ePro/Show Me Shop

- Anything available in ePro/Show Me Shop-i. e office supplies



OneCard (not in ePro and less than \$5000. If terms & conditions, send to Commodity Specialist for approval before ordering & payment. Approval must be included with pcard documentation.) For every charge, an itemized receipt and business purpose is required.

- Advertising
- Airfare ([per policy](#))
- Alcoholic beverages (would need benefit statement, Vice Provost or designee approval is required)
- Auctions, public ([contact Ext Fiscal first](#))
- Auto rental ([per policy](#))
- Bus charters-select service contracts, contact UM Supply Chain for more info
- Cell phone-depending on agreement ([contact Ext Fiscal before setting up](#))
- Computer equipment ([must contact your IT person first](#))
- Equipment rental/repairs ([needs evidence of specified insurance coverage](#), contracts must be signed by [Commodity Specialist](#))
- Equipment maintenance/service agreement ([needs evidence of specified insurance coverage](#))
- Express mail services - i.e. Fedex, UPS
- Fuel for auto rentals
- Gift cards ([requires prior approval](#) before purchase. Must be purchased thru ePro if supplier is available.)
- Hotel lodging ([per policy](#))
- Meals for business mtg, on campus-food only
- Meals for business mtg, on campus-catering ([needs evidence of specified insurance coverage](#))
- Meals for business mtg, off campus-food only
- Meals for business mtg, off campus-catering
- Meeting room rental below \$500 and no contract required by supplier
- Membership dues (needs benefit statement and prior supervisor approval. Institutional memberships require approval by Callie Glascock.)
- Moving-University property from one department to another
- Moving – Paying contracted supplier directly for moving new employee
- Phone, off campus
- Postage
- Printing Services
- Registrations – conferences/mtgs/trainings
- Rental vehicles from contracted supplier-Enterprise/National
- Sam's Club ([additional info](#))
- Software, desktop ([must contact your IT person first](#))
- Software/software licensing agreements ([must contact your IT person first](#))
- Sponsorship
- Subscription – journals, publications, newspapers
- Utilities – off campus locations provided by outside/external suppliers



Purchase Order (requisition status)

- Anything that can be paid with a onecard but is over \$5000-look at voucher exceptions first
- Custom brokers fees
- Furniture
- Floor covering removal and/or installation
- Services-nonprofessional or purchased (if not listed somewhere else) ie interpreting, janitorial services
- Software applications -commercial, custom developed or hosted
- Subscription-electronic/online services
- Transportation services-chartered buses, aircraft, watercraft, etc.



Vouchers (non-po) For every voucher, an itemized invoice and business purpose is required.

- If supplier doesn't accept credit cards:
 - Express mail services - i.e. Fedex, UPS – Correct
 - Subscription for magazines/journals/newspapers
 - Membership dues (needs benefit statement)
 - Phone service for office
 - Registrations – conferences/mtgs/trainings
 - Sponsorship (needs benefit statement)
 - Utilities
- County credit card revenue & expenses that flow thru the University are handled monthly through the Cty Settle-Up process. This could either be a voucher or invoice.
- Hotel direct billing and no terms or conditions required by supplier (ie hotel invoices University)
- Travel & expense reimbursement-non employee
- Research subject payments ([contact Ext Fiscal before initiating](#))
- Requires signed contract from **Business Services**. Contract not required by University if to be less than \$500 overall per year unless intellectual property involved. However, if the supplier requires a contract then Business Services is the only department authorized to sign on behalf of the University. Agreements with individuals require the Independent Contractor checklist. Agreements with current employees requires Conflict of Interest disclosure.
 - Building rent/lease payments for off-campus facilities
 - Consultant fees
 - Copyright /publishing rights ([University requires contract regardless of amount](#))
 - Honorarium/speaker fees
 - Hotel lodging/meeting rooms with terms & conditions
 - Intellectual property-photography, sound/video recordings, “work for hire”, etc ([University requires contract regardless of amount](#))
 - International exchange agreements/educational experiences
 - Legal counsel-includes immigration services ([University requires contract regardless of amount](#))
 - Materials/technology transfer agreements ([University requires contract regardless of amount](#))
 - Meeting room rentals or exhibit space for conferences, conventions, trade shows-off campus
 - Performances-concerts, shows, entertainment
 - Royalty payments
 - Services-professional (if not listed somewhere else) ie financial auditing, mgmt consulting
 - Speaker fees/honorarium



T&E

- Fuel for rental car - unless traveler has a onecard
- Hotel lodging - unless traveler has a onecard
- Meals
- Personal car mileage
- Supplies only if all other University purchasing methods were not available