

Payment Method Matrix

Procard* (Acceptable Procard Purchases)	Use a Purchase Order "PO"* (Purchase Requisition required to issue a PO)	Use Direct Payment** (Check Request Form)
Advertisements	Anything requiring a blanket order	Attorney Fees
Books and Publications	Capital Assets	Consultant Expenses (Travel Only)
Catering	Construction Projects	Event Fees (Awards and Promotional)
Conference and Seminar Registration Fees	Contractual Monthly Service Repairs	Honorariums (Honorarium Agreement Required)
Expendable items such as paper and toners	Electronic/Computer/Sensitive equipment	Postmaster fees for mail services
Membership/Subscription Fees (no automatic renewals)	Goods received by the Receiving Department	Repairs
Printing	Long-term consulting or independent contracting services	Scholarships/Stipends
Office supplies	Monthly Maintenance Agreements (i.e., copiers and printers)	Speaker Fees
Rentals (except for facility use)	Projects using multiple vendors	Taxes
Replacement Parts	Sponsored Project funded service agreements	Utilities
		Facility Use Agreement

If your situation is not listed in this matrix contact Auxiliary Procurement at x3100.

Sponsored project funds may require PO's regardless of this matrix.

**Procard*

Catering-if you do not have a Procard to pay for catering services use the direct payment method. Use the Travel Policy and Travel Handbook for procard purchases that are travel related.

***Purchase Orders*

A capital asset is defined as a tangible piece of property with an acquisition cost greater than \$5,000 and a useful life of one year or greater. Capital assets will be capitalized and depreciated over the economic life of the asset.