

# **Purchasing Services**

**October 2008**

## **Non Purchase Order Related Purchases**

Some goods and services may be purchased without a purchase order. Payments are made by using the University Purchasing Card, itemized Vendor Invoice or Check Request Form. When there is no itemized vendor invoice and a Check Request Form is used, support documentation must be attached and imaged. A Vendor's Statement should only be used when the vendor does not produce individual invoices.

### **Justification for Purchase**

Every payment transaction, including PCard purchases must include a justification. See Job Aid: [Transaction Justification for all Non-Sponsored and Sponsored Transactions.](#)

<b>NON PURCHASE ORDER RELATED PAYMENTS</b>	<b>PAYMENT METHODS</b>	<b>Required Supporting Documentation</b>
Advertising: (Newspapers, Journals) - Employment Ads - Event Ads	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Itemized Receipt</li> <li>• Ad Copy</li> <li>•</li> </ul>
Affiliation Agreements	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> </ul>
Payment of Fees such as: - Bank Fees - Accreditation Fees - License Fees - Copyright Clearance Fees	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Statements</li> <li>• Itemized Receipt</li> </ul>
Books  (Excluding rare or valuable book collections)	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Itemized Receipt</li> <li>• Order Form</li> </ul>
Business Lunches	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Itemized Receipt</li> </ul>
Cellular Phone Services for Individuals are a Personal Liability, University does not pay these.  Cellular Phone Services for Departments - See <a href="#">Cell Phone Policy</a> for both Individual and department cellular phones.	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card - for Departmental Phones Only</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> </ul>
Copy Services	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice</li> </ul>

	<ul style="list-style-type: none"> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Itemized Receipt</li> </ul>
Emergency Equipment Repairs	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Itemized Receipt</li> </ul>
Film Rental	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Itemized Receipt</li> <li>• Order Form</li> </ul>
Flowers (if allowable)	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Itemized Receipt</li> </ul>
<p>Hospitality</p> <p>-Payments to hotels and other facilities for Conferences, Banquets, or Facility Rental. (Facility contracts must be reviewed by Real Estate and the Office of the General Counsel (OGC))</p> <p>- Catering - Food Service for University Events and Activities (Catering Contracts need OGC Review)</p> <p>- Refreshments (if allowable)</p> <p>-</p>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card*</li> </ul> <p>*Use also to pay deposits</p>	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Itemized Receipt</li> <li>• Vendor Contract*</li> <li>• For Entertainment Expenses Include: <ul style="list-style-type: none"> <li>○ Business purpose</li> <li>○ Date</li> <li>○ Dollar Amount</li> <li>○ Names and business relationships of those entertained</li> <li>○ Nature of business discussion</li> <li>○ Place</li> </ul> </li> </ul> <p>*If leasing space, contracts need Real Estate approval.</p>
Household Moving Expenses for Staff Relocation	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Moving Expense Form BA 1357</li> </ul>
Livestock from Auction	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Itemized Receipt</li> </ul>
Mailing Lists	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Review any vendor on-line</li> </ul>

	Card	contracts requiring signature or acceptance with OGC
Medical Expenses (Equipment/Supplies not included)	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Itemized Receipt</li> </ul>
Membership Fees/Dues	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Itemized Receipt</li> <li>• Membership Form</li> </ul>
Passes and Tickets (Excludes Parking Tickets/Violations)	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Itemized Receipt</li> </ul>
Purchases Made for Resale to the public through internal retail outlets (Excludes food service, C Store and candy counter purchases over \$50,000 and over)	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Itemized Receipt</li> </ul>
Replenish Postage meters	<ul style="list-style-type: none"> <li>• Purchasing Card</li> <li>• Check Request Form</li> </ul>	<ul style="list-style-type: none"> <li>• Itemized Receipt</li> <li>• Check Request Form</li> </ul>
Refunds - tuition, parking, etc.	<ul style="list-style-type: none"> <li>• Check Request Form</li> </ul>	<ul style="list-style-type: none"> <li>• Check Request Form</li> <li>• Other detailed documentation</li> </ul>
Sales Tax	<ul style="list-style-type: none"> <li>• Check Request Form</li> </ul>	<ul style="list-style-type: none"> <li>• State Sales Tax Form</li> <li>• Check Request Form</li> </ul>
Shipping/Courier Service - Fed Ex (for electronic invoice processing option call 612-626-8673 - Roadrunner - DHL - UPS	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Itemized Receipt</li> </ul>
Student Fees Paid to Student Organizations	<ul style="list-style-type: none"> <li>• Check Request Form</li> </ul>	<ul style="list-style-type: none"> <li>• Check Request Form</li> </ul>

Subscriptions and On-Line Subscriptions	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Purchasing Card</li> </ul>	<ul style="list-style-type: none"> <li>• Review any vendor on-line contracts requiring signature or acceptance with OGC</li> </ul>
Travel Expenses for non-staff (students, volunteers, etc) (Example: Hotel, car rental) <ul style="list-style-type: none"> <li>• Paid to 3<sup>rd</sup> party vendors</li> <li>• Reimbursed to the individual</li> </ul>	<ul style="list-style-type: none"> <li>• Check Request Form</li> <li>• Vendor Invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Receipts</li> <li>• Check Request Form</li> <li>• Vendor Invoice</li> </ul>
Travel Expenses - Pre-payments of Staff Expenses	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Corporate Travel Card or Purchasing Card - can be used to purchase airline tickets, automobile rental, and conference registrations.</li> </ul>	<ul style="list-style-type: none"> <li>• Conference/Hotel Registration Form</li> <li>• Itemized Receipt</li> <li>• Airline Ticket or Itinerary</li> <li>• Vendor Invoice</li> </ul>
Utilities: Natural Gas, Electric	<ul style="list-style-type: none"> <li>• Vendor Invoice or Statement</li> <li>• Purchasing Card if accepted by Utility Company</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Invoice</li> <li>• Itemized Billing Statement (only when the vendor does not produce individual invoices)</li> </ul>

OTHER ITEMS NOT LISTED MAY BE COVERED UNDER OTHER POLICIES.

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[\[Policy Library\]](#) [\[Policies by Process\]](#)

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