

HOW TO PURCHASE

September 1, 2017

	PURCHASE ORDER	PURCHASING CARD	CHECK REQUEST	IDR
Abstracts		X		
Adjunct Professors (Non-Employee)			X	
Advertisements (See Note #1)	X (Staff)	X (Ads & Faculty)		
Agreement Between Institutions (USG & Non-USG)			X	
Attorney and Legal Related Payments			X	
Benefit Payments Made Directly to Recipients			X	
Books, Reprints, Pre-Printed Matter		X		
Bookstore (AU)				X
Computers	X (Specialty Computers)			X (Common Computers Through IT)
Consulting Companies	X			
Copying & Printing		X (Off Site)		X (Copy Center)
Dry Ice		X		
Dues/Membership, <u>Institutional</u>		X	X	
Equipment	X			
FEDEX/UPS		X		
Fees			X	
Gases & Gas Cylinders	X	X		
Goods	X	X (Small Dollar Only)		
Honoraria/Speaking Fees			X	
Intergovernmental Agreements / Payments (See Note #7)			X	
Laundry / Cleaning		X		
Leases	X			

	PURCHASE ORDER	PURCHASING CARD	CHECK REQUEST	IDR
License Renewal, IT	X			
Maintenance	X			
Prospective Faculty			X	
Postage			X	
Registration Fees (See Note #2)		X	X	
Real Estate Payments Made to Georgia Building Authority (GBA)			X	
Reimbursements, to include food			X	
Research Subjects (See Note #3)			X	
Sales and Use Tax Payments			X	
Services / Repairs (See Note #8)	X	X		
Service Agreements (SARs) (Individuals for One-Time Payments under \$2,500 only)			X	
Software	X	X (Less than \$999.99 & does not store PHI or IPI data elements)		
Special Approval Commodities	X			
Staffing, Temporary	X			
Stipends			X	
Subscriptions for Publications (See Note #4)		X	X	
Supplies (See Note #5)	X	X		
Supplies, Office (See Note #9)	X	X		
Utilities (e.g. electricity, water, telephone land lines).	X			

VISA Applications			X	
Water & Water System Filter Exchange	X	X		
Wireless Equipment (Cell Phone)	X	X		
Wireless Services, Accessories & Supplies (Cell Phone) (See Note #6)		X		
Wright Express (WEX) and ARI Fuel Charges	X			

NOTES:

#1. Advertisements

(a) Staff Advertisements - Use purchase order & requires approval by Human Resources.

(b) Faculty Advertisements – Can use the Purchasing Card, but the department must obtain prior approval from Human Resources Faculty Affairs and the P-Card Coordinator or Compliance Specialist.

(c) Ads – Can use the Purchasing Card, but the department must obtain prior approval from University Advancement Office of Strategic Communications.

#2. Registration – May use either, however use of the P-Card is strongly encouraged, except where this initiates yearly automatic membership renewal.

#3. Research Subjects – Must include the required Research Subjects Form available at the Sponsored Program Activity Pre-Award Office at extension 1-2592.

#4. Subscriptions – Cannot be sent to employees' home address.

#5. Supplies – All supplies, except office supplies, may be purchased on either the P-Card or Purchase Order. However the use of the P-card is strongly encouraged for items not available in Health eShop.

#6. Wireless Accessories & Supplies – Can be purchased on a purchase order or P-Card with the purchase of the wireless device. Accessories and supplies may be purchased with the P-Card, if the total purchase price is less than \$500.

#7. Intergovernmental Agreements / Payments - (e.g., GTA bills, Risk Management premiums, HRA assessments, etc.)

#8. Services / Repairs - Does not include annual service agreements or services / repairs \$2,500 and up or multiple payments.

#9. Supplies – Office – Check Health eShop first, if not there or higher price and you wish to put on P-Card, gain P-Card Office permission first.