

HOW TO PURCHASE

January 26, 2007

	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	
Books, Reprints, Pre-printed Matter		X		
Bookstore (MCG)				X
Consulting Companies	X			
Copying & printing, i.e., Kinko's		X		
Dry Ice		X		
Dues/Membership, <u>Institutional</u>		X		
Equipment	X			
FEDEX/UPS		X		
Fees			X	
Flex Spending			X	
Gases & Gas Cylinders		X		
Goods	X			
Honoraria/Speaking Fees			X	
Intergovernment			X	
Laundry/Cleaning		X		
Leases	X			
License Renewal, IT	X			

	PURCHASE ORDER	PURCHASING CARD	CHECK REQUEST	
Maintenance	X			
Perspective Faculty			X	
Postage			X	
Registration (see note #2)		X	X	
Reimbursements, to include food			X	
Research Subjects (see note #3)			X	
*Services /Repairs		X		
Service Agreements (Individuals)			X	
Software	X	Less that \$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	
Supplies (see note #5)	X	X		
Supplies, Office		X		
Utilities			X	
VISA Applications			X	
Water & Water System Filter Exchange		X		
Wireless Equipment	X			
Wireless Services, Accessories & Supplies		X (see note #6)		

*Note 4 – Does not include annual service agreements

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.

#6. Wireless Accessories & Supplies – Should be purchased on a purchase order with the purchase of the wireless device. However, other accessories and supplies may be purchased with the p-card, if the total purchase price is less than \$500.