

Procure/Payment Method for Expenditures - Reference Guide

	<i>Show Me Shop</i>	<i>Purchasing Card</i>	<i>Requisition through Procurement Services</i>	<i>Non-PO Voucher</i>	<i>Payroll</i>	<i>Required Documentation/Other</i>
The methods of payment listed to the right are listed in the order of preference.	Preferred Method	For purchases less than \$5,000, and items not available in Show Me Shop	If order exceeds \$5,000, Purchasing Card is not acceptable, or items not available in Show Me Shop	Allowed if Purchasing Card is not acceptable or Requisition not required		
Academic Awards for Students - Stipends, Scholarships, Fellowships, and Awards				X		See Campus Financial Aid Office for details
Advertising - Newspaper, Radio, Television		X (if no agreement required)	X	X		Contract or Terms & Conditions must be signed by Procurement Services before payment is made.
All Tangible Goods and Services	X	X	X			
Allowances: Camera, Car, Clothing, or Phone					X	
Auctions, Public		X	X			Contact Surplus Property for details
Awards for University Employees					X	See BPM #216
Journals, Publications, Newspaper/ Subscription (including online)	X	X		X		Subscriptions for electronic services require DoIT approval (BPM 1204)
Building Rent/Lease Payments for off-campus facilities (This includes meeting rooms at hotels)				X		Contract or Terms & Agreement Form must be signed by an Authorized University Official before payment is made.
Cell Phone Reimbursement - business use of personal phone				X		Call Detail & Worksheet required
Commissions related to University Employment					X	
Consultant Fees				X		Contract or Terms & Agreement Form must be signed by an Authorized University Official if over \$500. (All contracts at Missouri S&T)
Dues for Organizational Membership (Benefit statement required)		X		X		STLOU requires approval by VC/Provost if personal membership
Employee Payments - Moving Expenses reimbursee to employee, Relocation Agreement, or Incentives					X	Send forms to Accounting Services
Equipment Leases/Rental		X	X			If Master Agreement Exists - Purchasing Card allowed. If not, Requisition required. Contact Campus Procurement Office for information.
Equipment Repairs - work performed off-site by Incorporated Vendor		X	X			
Equipment Repairs - work performed on-site OR by individuals, sole-proprietors or non-incorporated vendors.		X (see note)	X			Pcard may be allowed, if prior approval on terms and conditions are obtained from Procurement Services.
Equipment Maintenance/Service Agreements		X	X			If Master Agreement Exists - Purchasing Card allowed. If not, Requisition required. Contact Campus Procurement Office for information.
Exhibit Space for Conventions, Conferences, Trade Shows, etc.		X		X		If Contract or Terms & Agreement Form is required, must be signed by an Authorized University Official.

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Expense Advance Request				X		
Express Mail Services (i.e. FedEx, UPS)		X				
Floor Covering Removal and/or installation			X			Prior approval from Facilities Operations required. Insurance required.
Gasoline for University owned vehicles		STLOU If Transportation Option is selected COLUM, KCITY and MS&T - Fleet Card				
Intellectual property (ie. Photography services, webpage/software development, sound/video recordings)				X		Contract or Terms & Agreement Form must be signed by an Authorized University Official. May require DoIT approval.
International Exchange Agreements/ Educational Experiences				X		Contract or Terms & Agreement Form must be signed by an Authorized University Official.
Interpreting/Translation Services		X	X	X - MS&T		Purchasing card allowed if contract is on file in Procurement Services. MS&T - Business Services' handles agreements.
Lab Testing Services (\$5,000 or less and vendor incorporated)		X	STLOU/MS&T			
Lab Testing Services (vendor not incorporated or total amount over \$5,000)			COLUM			
			STLOU			
			MS&T			
Legal Counsel				X		Requires General Counsel Approval
Meals - Food Only (no servers or wait staff)		X		X		See BPM 219
Meals - Food with Catering Services - provided on-campus (includes servers or wait staff)			COLUM and KCITY > \$10,000	COLUM and KCITY < \$10,000		Contract or Terms and Conditions must be signed in advance. Under \$10K by Business Services, over \$10K by Procurement Services.
		STLOU and MS&T - Contracted Provider		STLOU and MS&T - Contracted Provider		
Meals - Food with Catering Services - provided at off-campus location (includes servers or wait staff)			X - > \$10,000	X - < \$10,000		Contract or Terms and Conditions must be signed in advance. Under \$10K by Business Services, over \$10K by Procurement Services. STLOU - Must be approved by Business Services.
Moving University property from one department to another (Not Campus Movers)		X	X			STLOU, KCITY - Must first check with contracted moving company. COLUM, MS&T - Must first check with Campus Movers. Agreement and Insurance must be provided.
Moving Expenses - Paying vendor directly for moving new employee		X	X			Agreement must be reviewed by Procurement Services. Insurance must be on file.
Pagers and Paging Services		COLUM				COLUM - Requires IT Approval K CITY, MS&T, STLOU - Services must be handled through Campus IT department

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Performances (Missouri 2% Entertainers Tax)				X		-COLUM, STLOU - Contract required for services > \$500 -MS&T - Contract always required -KCITY - Contract required for services > \$100
Postage (United States Postal Service)		X				Campus Mail Service Preferred. Only use outside services if prior approval obtained or necessary due to off-campus location.
Printing Services		X	X			Campus Printing Services Preferred. Only use outside services if prior approval obtained or necessary due to off-campus location.
Registration Fees - Conferences/Meetings/ Trainings		X		X		
Research Subject Payments				X		Required PS Account is 750120
Royalty payments				X		
Sam's Club		X				Contact Procurement Services about how to obtain a Sam's Business Membership card.
Software/Software Licensing Agreements		X (see note)	X			DoIT approval required prior to purchase. P-Card allowed if master agreement is on file. BPM #1204
Speaker Fees/Honorarium				X		Contract required for services > \$500. Missouri S&T requires contract for all amounts.
Transcription Services		X	X			Contract or Terms & Agreement Form must be signed by Campus Procurement Services (STLOU - an Authorized University Official).
Transportation Services (Charter Buses, Aircraft, Watercraft, etc.)		X	X			Select charter service contracts have been approved for payment with Purchasing Card. Contact campus Procurement office for a list of these approved contracts.
Utilities/Cable TV - on campus		X		X		Must go through Campus Energy Management or Telecom for service. If service not available, follow grid to left.
Utilities/Phone/Cable TV - off campus		X		X		
Wireless Telephone (includes cellular and radios)		COLUM - Contracted Vendors through Telecom	COLUM - Non-contracted Vendors			
		STLOU		STLOU		STLOU - Contract or Terms & Agreement Form must be signed by an Authorized University Official.
		MS&T				MS&T - Cell phones & services must be handled through IT
		KCITY				KCITY - Cell phones & services must be handled through UMKC Info Tech (IT)

Revised and updated - 7/1/2011.