

AP/PO Quick Reference Guide

	<i>Preferred Method</i> Purchasing Card Purchases less than \$5,000 and Written Agreement NOT Required (Services not allowed)	Requisition through Procurement Services (Purchase >\$10,000 may require bid)	Non-PO Voucher (allowed when vendor doesn't accept credit card - must be stated on Comments panel)	Contract required for services >\$500	Contract required if University policy or Vendor requires written legal agreement	Payroll	Other
Advertising - Newspaper, Radio, Television (less than \$5,000 and no agreement required)	X		X - if vendor doesn't accept credit card				
Advertising - Newspaper, Radio, Television (over \$5000)		X					
Advertising -Newspaper, Radio, Television (when legal agreement is required)					X		
All Tangible Goods and Items (\$5,000 and less)	X	X - if vendor doesn't accept credit card					
All Tangible Goods and Items (More than \$5,000)		X					
Auctions, Public (BPPM 3:130)		X					
Awards related to University Employment						X	
Billing Services		X					
Books, Publications, Newspaper/ Subscription (price in print required)	X		X - if vendor doesn't accept credit card				
Building Rent/Lease Payments for off-campus facilities (BPPM 1:060)					X		
Camera Allowance						X	
Car Allowance						X	
Cell Phone Reimbursement - business use of personal phone			X				
Clothing Allowance						X	
Commercial Wireless Telephone (includes cellular and radios) (BPPM 5:015)	X	X - if vendor doesn't accept credit card					
Commissions						X	
Consultant Fees (BPPM 1:060)				X - pay by Non-PO Voucher			
Deposits on Hotel/Room Reservations (requires form completed)							X - Hotel Card through Accounting Services
Dues for Organizational Membership (Benefit statement required) (BPPM 2:220)	X		X - if vendor doesn't accept credit card				
Equipment Leases/Rental		X					
Equipment Maintenance/Repairs (work performed off-site)	X						
Equipment Maintenance/Repairs (work performed on-site)		X					

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Equipment Maintenance/Service Agreements		X					
Expense Advance Request (prior approval required by Kyle Newell-Groshong, Acctg) (BPPM 2:240 & Accounting Services)			X				
Express Mail Services (BPPM 5:035)	X		X - if vendor doesn't accept credit card				
Floor Covering Removal and/or installation		X					
Gasoline for University owned vehicles (Columbia area)							X - University Gas Station
Gasoline for University owned vehicles (outside Columbia area)	X						
Hazardous &/or Radioactive Materials (when department does not have user # (BPPM 3:185)		X					
Hazardous &/or Radioactive Materials (with user # by EHS) (BPPM 3:185)	X						
Incentive payments						X	
Intellectual property (ie. Photography services, webpage/software development, sound/video recordings) (contract required regardless of dollar amount)					X - pay by Non-PO Voucher		
International Exchange Agreements/ Educational Experiences (contract required regardless of dollar amount)					X - pay by Non-PO Voucher		
Items or Services on Term Contracts through PMM	X - if Vendor guarantees correct pricing	X					
Lab Testing (\$5,000 or less)	X						
Lab Testing Services (vendor not incorporated or total amount between \$5,000 & \$10,000)			X				
Lab Testing Services (over \$10,000)		X					
Lodging/Car Rental/Transportation (Direct Bill)			X				
MEALS							
* Food Only (no servers or wait staff) - 10 people or more (list group name and business purpose) - BPPM 4:070	X		X - if vendor doesn't accept credit card				
* Food Only (no servers or wait staff) - fewer than 10 people (list attendee names and business purpose) - BPPM 4:070	X		X - if vendor doesn't accept credit card				
* Food with Catering Services \$5000 or less (includes servers or wait staff)			X				

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* Food with Catering Services \$5000 to \$10,000 (includes servers or wait staff)			X				
* Food with Catering Services over \$10,000		X					
Moving Expenses - Moving University property from one department to another		X					
Moving Expenses - Paying vendor directly for moving new employee (relocation) (BPPM 2:230 & HR 103)			X				
Moving Expenses - Reimbursement to employee (relocation) (BPPM 2:230 & HR 103)						X - send forms to Accounting Services	
Moving Expenses - When vendor requires purchase order. (BPPM 2:230 & HR 103)		X					
Pagers and Paging Services	X						
Performances (Missouri 2% Entertainers Tax) (BPPM 1:060)				X - pay by Non-PO Voucher			
Postage							X - Campus Mail Services
Printing Services							X - MU Printing Services
Refunds (require CRR # referenced on comments)			X				
Registration Fees - Conferences/Meetings/Trainings	X		X				
Reimbursements to individuals for purchases made of \$50 or less (petty cash eliminated) (BPPM 2:120)			X				
Research Subject Payments (BPPM 2:050 & Accounting Services)			X				
Royalty payments						X	
Sam's Club Purchases (BPPM 3:121)		X					
Shuttle Services (MO-X, Tiger Air, etc.)	X - if Purchasing Card has Transportation option		X				
Speaker Fees/Honorarium (BPPM 1:060)				X - pay by Non-PO Voucher			
Stipends, Scholarships, Fellowships, and Awards for Graduate Students (for Undergrad students see BPPM 2:080)			X - if not processed through Financial Aid				
Transcription Services		X					
Transportation Services (Chartered Buses, Aircraft, Watercraft, etc.)		X					

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Travel Agencies - Airfare/Car Rental (BPPM 4:051 & Accounting Services)	X - If Purchasing Card has Transportation option		X				
TRAVEL REIMBURSEMENT (made to individual AFTER trip)							
* Airfare - reimbursements to individuals (BPPM 4:051 & Accounting Services)			X				
* Hotel/Room Reservation Deposits (requires form completed)							X - Hotel Card through Accounting Services
* Lodging (BPPM 4:010)			X				
* Meal Allowances (BPPM 4:070)			X				
* Personal Vehicle (BPPM 4:055)			X				
* Personal/Leased Aircraft (BPPM 4:055)			X				
* Registration (BPPM 4:010)			X				
* Rental Cars (BPPM 4:053)			X				
Utilities - Phone/Cable TV (outside of Columbia area)	X		X				
Utilities/Phone/Cable TV (Columbia area) (BPPM 5:050)		X - If not on contract through Telecom					