

## Payment Method for Expenditures-Quick Reference Guide

	<i>Preferred Method</i> <b>Purchasing Card</b> Purchases less than \$5,000 and Written Agreement NOT Required (Services allowed where specified)	Requisition through <a href="#">Procurement Services</a>	Non-PO Voucher (allowed when vendor doesn't accept credit card - must be stated on Comments panel)	Payroll	Other	Required Documentation
Advertising - Newspaper, Radio, Television (less than \$5,000 and no agreement required) <a href="#">PMM-Guidelines</a>	X		X - if vendor doesn't accept credit card			If <a href="#">Contract</a> or Terms & Agreement Form required then must be signed by Campus <a href="#">Business Services</a> office
Advertising - Newspaper, Radio, Television (over \$5000) <a href="#">PMM-Guidelines</a>		X	X-when legal agreement required			<a href="#">Contract</a> or Terms & Agreement Form must be signed by Campus <a href="#">Business Services</a> office unless done via Requisition
Airfare-Paid directly to vendor /travel agency <a href="#">BPPM 4.051</a>	X-if Purchasing Card has Transportation option		X			
All Tangible Goods and Items (Less than \$5,000) <a href="#">BPPM 3:001</a>	X	X - if vendor doesn't accept credit card				Exclusions may exist on Individual Campuses. Consult Campus <a href="#">Procurement Services</a> for Exclusions
All Tangible Goods and Items (More than \$5,000) <a href="#">BPPM 3:001</a>		X				
Auctions, Public <a href="#">BPPM 3:130</a>		X				
Awards related to University Employment <a href="#">BPPM 2:270</a>				X		
Billing Services by Third Party		X				
Books (DVD/CD), Publications, Newspaper/ Subscription	X		X - if vendor doesn't accept credit card			Price in print required.
Building Rent/Lease Payments for off-campus facilities Business Services Contracts & Leases			X			<a href="#">Contract</a> or Terms & Agreement Form must be signed by Campus <a href="#">Business Services</a> office
Camera Allowance <a href="#">BPPM 3:001</a>				X		
Car Allowance <a href="#">BPPM 3:001</a>				X		
Cell Phone Reimbursement-business use of personal phone <a href="#">BPPM 13:330-Option 3</a>			X			Original <a href="#">Call Detail &amp; Worksheet</a> if no agreement is on file
Clothing Allowance <a href="#">BPPM 3:001</a>				X		

Commercial Wireless Telephone (includes cellular and radios - paid by department) BPPM 13:330	X - Contracted Vendors through Telecom	X - Non-Contracted Vendors				Original Call Detail & Worksheet if no agreement is on file
Commissions					X	
Consultant Fees BPPM 1:060					X	Contract or Terms & Agreement Form must be signed by Campus Business Services office (if over \$500 per calendar year)
Dues for Organizational Membership BPPM 2:220	X		X - if vendor doesn't accept credit card			Direct and Specific Benefit Statement to the University Required
Equipment Leases/Rental	X	X-if vendor doesn't accept credit card				If Master Agreement Exists - Purchasing Card allowed. If not, Requisition required. Contact Campus Procurement Office for information
Equipment Maintenance/Repairs (work performed <b>off-site</b> ) by Incorporated vendor	X	X-if vendor doesn't accept credit card				
Equipment Maintenance/Repairs (work performed <b>on-site</b> or by individuals, sole-proprietors or non-incorporated vendors)		X				
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 vendor doesn't accept credit card			Contract or Terms & Agreement Form must be signed by Campus Business Services office
Expense Advance Request (prior approval required by Accounting Services) BPPM 2:240					X	Prior approval by Accounting Services required
Express Mail Services (ie. FedEx, UPS, DHL)	X					
Floor Covering Removal and/or installation BPPM 3:061		X				
Gasoline for University owned vehicles (fueled in Columbia area)					X - University Gas Station when available	Documentation must include vehicle license number.
Gasoline for University owned vehicles (fueled outside Columbia area)	X					Documentation must include vehicle license number.
Hazardous &/or Radioactive Materials BPPM 3:180	X - If Authorized or Approved to purchase these products	X - If Not Authorized or Approved				
Incentive payments					X	Incentive Plan must be on file

Intellectual property (ie. Photography services, webpage/software development, sound/video recordings, editing) <a href="#">BPPM 1:051</a>			X			<a href="#">Contract</a> or Terms & Agreement Form must be signed by Campus <a href="#">Business Services</a> <b>regardless of dollar amount</b>
International Exchange Agreements/ Educational Experiences/Study Abroad			X			<a href="#">Contract</a> or Terms & Agreement Form must be signed by Campus <a href="#">Business Services</a>
Interpreting Services (for the Hearing Impaired)		X				
Items on <a href="#">Term Contracts through Procurement Services</a>	X - if vendor guarantees correct pricing	X				
Lab Testing (\$5,000 or less)	X	X				
Lab Testing Services (vendor not incorporated or total amount between \$5,000 & \$10,000)		X				
Lab Testing Services (over \$10,000)		X				Requires a bid
Legal Counsel (outside General Counsel)			X-requires General Counsel approval			
Lodging/Car Rental/ Transportation (Direct Bill)			X			If <a href="#">Contract</a> or Terms & Agreement Form required then must be signed by Campus <a href="#">Business Services</a> .
Lodging Deposit Required on Hotel/Room Reservations (requires form completed) for Individual Travel						<a href="#">Hotel Card Form</a> through <a href="#">Accounting</a> required
Meals - Food Only (no servers or wait staff) - <a href="#">BPPM 2:090</a>	X-if under \$5,000		X - if vendor doesn't accept credit card (up to \$10,000)			If 10 people or more, list number of people in group, group name, and business purpose. If fewer than 10 people, list attendee names and business purpose. -On campus/Contracted Provider is preferred. If not able to use, then follow payment method designated or contact Campus <a href="#">Procurement Office</a> for more information.
Meals - Food with Catering Services - provided <a href="#">on campus</a> (includes servers or wait staff) <a href="#">BPPM 2:090</a>			X- up to \$10,000			<a href="#">Contract</a> or Terms & Agreement Form must be signed by Campus <a href="#">Business Services</a> . Contact Campus <a href="#">Procurement Office</a> For more information regarding required documentation
Meals - Food with Catering Services - provided <a href="#">off campus</a> (includes servers or wait staff) <a href="#">BPPM 2:090</a>		X - \$10,000 and over				Requires a Bid. <a href="#">Contract</a> or Terms & Agreement Form must be signed by Campus <a href="#">Business Services</a> . Contact Campus <a href="#">Procurement Office</a> For more information regarding required documentation
Moving Expenses - Moving University property from one department to another (Not Campus Movers) <a href="#">BPPM 2:230</a>		X				

Moving Expenses - Paying vendor directly for moving new employee BPPM 2:230 & HR 103		X				Chancellor (or appointed designee) approval is required and must accompany UM 17 (Moving Expense form).
Moving Expenses - Reimbursement to employee BPPM 2:230 & HR 103					X	Send forms to Accounting Services. Chancellor (or appointed designee) approval is required and must accompany (APF) additional pay form & UM 17 (Moving Expense form).
Non-resident Alien Payments Non-resident Alien Taxation						Non-resident Alien Taxation Judy Todd
Pagers and Paging Services	X	X				
Performances (Missouri 2% Entertainers Tax) BPPM 1:060				X		2% MO ENT Form-Contract required for service over \$500 per calendar year, Director of Revenue voucher
Postage (United States Postal Service)	X			X-if vendor doesn't accept credit card		Campus Mail Services preferred. Only use outside services if obtained prior approval or necessary due to off-campus location
Printing Services		X				Campus Printing Services preferred. Only use outside services if obtained prior approval or necessary due to off-campus location
Professional Services (consulting, speaker, etc.) BPPM 1:060				X		Contract required for services over \$500 per calendar year Non-Grants through Business Services, Grants through OSPA
Real Estate Appraisals				X-must be generated & approved by Business Services		
Refunds -CRR # required				X		CRR # required as reference on comments
Registration Fees - Conferences/Meetings/Trainings	X			X-if vendor doesn't accept credit card		Enclosure needed with check that lists name of person
Reimbursements to individuals for purchases made of \$100 or less Over \$100-see Required Documentation				X		Division Fiscal Officer pre-approval is required for reimbursements over \$100 and documentation of why purchase wasn't made with P-Card on comments panel.
Research Subject Payments BPPM 2:250 & Accounting Services				X		Prior approval required through Accounting Services
Royalty payments				X		
Sam's Club Purchases BPPM 3:121		X				Consult Procurement Services for details

Services: work performed <b>off-site</b> by Incorporated Vendor	X	X				If <a href="#">Master Agreement</a> Exists - Purchasing Card allowed. If not, Requisitions required. Contact Campus <a href="#">Procurement Office</a> for information.
Services such as cleaning, temporary, dictation & other work performed <b>on-site</b>		X				If <a href="#">Master Agreement</a> Exists - Purchasing Card allowed. If not, Requisitions required. Contact Campus <a href="#">Procurement Office</a> for information.
Shuttle Services: MO-X, Tiger Air, etc. <a href="#">BPPM 4:051</a>	X - if Purchasing Card has Transportation option		X-if vendor doesn't accept credit card			
Speaker Fees/Honorarium <a href="#">BPPM 1:060</a> See also "Professional Services" above			X			<a href="#">Contract</a> required for services over \$500 per calendar year Non-Grants through <a href="#">Business Services</a> , Grants through OSPA
Stipends, Scholarships, Fellowships, and Awards for Students <a href="#">BPPM 2:080 &amp; 2:081</a>					X-Financial Aid	
Transcription/Translation Services <a href="#">BPPM 3:001</a>		X				<a href="#">Contract</a> or Terms & Agreement Form must be signed by Campus <a href="#">Procurement Services</a>
Transportation Services (Chartered Services, Buses, Aircraft, Watercraft, etc.) <a href="#">BPPM 4:051</a>		X				Select charter service contracts have been approved for payment with Purchasing Card. Contact campus <a href="#">Procurement Office</a> for a list of these approved contracts.
Travel Agencies <a href="#">BPPM 4:051 &amp; 4:053</a>	X - if Purchasing Card has Transportation option		X-if no Transportation option			
<b>TRAVEL REIMBURSEMENT (made to individual AFTER trip)</b>						
* Airfare - reimbursements to individuals <a href="#">BPPM 4:051 &amp; Accounting Services</a>			X			
* Lodging <a href="#">BPPM 4:010</a>			X			
* Meal Allowances <a href="#">BPPM 2:090 &amp; Meal Eligibility</a>			X			
* Personal Vehicle <a href="#">BPPM 4:055</a>			X			See also <a href="#">Elect to drive vs. fly comparison</a> if outside MO
* Personal/Leased Aircraft <a href="#">BPPM 4:055</a>			X			Approval from <a href="#">Risk &amp; Insurance Management</a>
* Registration <a href="#">BPPM 4:010</a>			X			

* Rental Cars BPPM 4:053			X			
Utilities - Phone/Cable TV (outside Columbia)	X	X	X- if vendor doesn't accept credit cards			
Utilities/Phone/Cable TV (Columbia area)		X-if not on contract				Must go through Campus <a href="#">Energy Management</a> or <a href="#">Telecom</a> for service.