

Payment Method Matrix

Use Procard* (Acceptable Procard Purchases)	Use a Purchase Order (PO)** (Purchase Requisition required to issue a PO)	Use Direct Payment (Check Request Form)
Advertisements	Blanket Orders	Attorney Fees
Books and Publications	Capital Assets	Event Fees (Awards and Promotional)
Catering	Construction Projects	Honorariums (Honorarium Agreement Required)
Conference and Seminar Registration Fees	Contractual Monthly Service Repairs	Postmaster fees for mail services
Expendable items such as paper and toners	Electronic/Computer/Sensitive equipment	Repairs
Membership/Subscription Fees (no automatic renewals)	Long-term consulting or independent contracting services	Scholarships/Stipends (from sponsored project funds)
Printing	Monthly Maintenance Agreements (i.e., copiers and printers)	Speaker Fees
Office supplies	Projects using multiple vendors	Taxes
Rentals (except for facility use)	Sponsored Project funded service agreements	Utilities
Replacement Parts	Consultant services including travel costs	

If your situation is not listed on this matrix contact Corporation Procurement at x3100.

Sponsored project funds may require PO's regardless of this matrix.

***Procard**

Catering-if you do not have a procard to pay for catering services use the direct payment method. See the Travel Policy and Travel Handbook for Procard purchases that are travel related.

****Purchase Orders**

A capital asset is defined as a tangible piece of property with an acquisition cost greater than \$5,000 and a useful life of one year or greater. Capital assets will be capitalized and depreciated over the economic life of the asset.