

## UNIVERSITY OF MIAMI PAYMENT MATRIX

PAYMENT TYPE	PO	PCARD	CHECK REQUEST	EXPENSE REPORT/TRAVELCARD	COMMENT
ABSTRACT FEES/JOURNAL PUBLICATION FEES		X	X	X	EXAMPLE: FEES FOR PUBLISHING YOUR ARTICLE IN A SCHOLARLY PUBLICATION
ADVERTISING SERVICE CONTRACTS	X				<b>NOTE:</b> AGREEMENTS FOR ADVERTISING WORK MUST BE ROUTED TO PURCHASING FOR REVIEW AND APPROVAL
ADVERTISEMENT FOR JOB OPENING		X			EXAMPLE: JOB SEARCH POSTING TO A WEBSITE
CATERING	X				EXAMPLE: RECEPTION FOR INCOMING STUDENTS ON CAMPUS
CELL/SMART PHONE RECURRING CHARGES		X			<b>NOTE:</b> THE PURCHASE OF A CELL PHONE MUST BE PROCESSED THROUGH PURCHASING
CHARITABLE CONTRIBUTIONS		X	X		EXAMPLE: RESERVING A TABLE AT A CHARITABLE GALA OR EVENT <b>NOTE:</b> ALL CHARITABLE CONTRIBUTIONS MUST BE APPROVED BY THE APPROPRIATE VP
COMPUTER HARDWARE AND SOFTWARE	X	X			<b>NOTE:</b> UM IT PRIOR APPROVAL IS REQUIRED FOR ALL COMPUTER HARDWARE AND SOFTWARE PURCHASES
CONSULTING - ALL	X				
DUES - PROFESSIONAL, CIVIC, COMMUNITY ORG.	X	X	X	X	
ENTERTAINMENT-MEALS				X	EXAMPLE: BUSINESS LUNCH AT A RESTAURANT. <b>NOTE:</b> EVENTS INVOLVING A CATERER AND/OR CONTRACT MUST BE PROCESSED THROUGH A PO. (SEE CATERING)
ENTERTAINMENT-OTHER	X			X	<b>NOTE:</b> EVENTS INVOLVING A CONTRACT MUST BE PROCESSED THROUGH A PO.
EQUIPMENT - CAPITAL	X				
EQUIPMENT - MINOR/NON-MEDICAL (under \$2,500)	X	X			EXAMPLE: OFFICE SHREDDER, MICROWAVE OVEN. <b>NOTE:</b> UM IT PRIOR APPROVAL IS REQUIRED FOR ALL COMPUTER HARDWARE AND SOFTWARE PURCHASES
FINES/PENALTIES			X		
FURNITURE	X	X			EXAMPLES: OFFICE DESK, TABLE, CHAIR
GAME OFFICIALS (ATHLETICS)			X		
GOODS	X	X			
GOVERNMENT AGENCY FEES		X	X		
HONORARIUM (LECTURE FEES)			X		EXAMPLE: ONE-TIME FEES TO A GUEST SPEAKER
INSURANCE PREMIUMS	X		X		EXAMPLE: UNIVERSITY INSURANCE POLICY PREMIUMS
JMH RESIDENT PAYMENTS	X				
LEGAL SETTLEMENTS			X		
LICENSE - PROFESSIONAL		X	X	X	EXAMPLE: AGENCY FOR HEALTH CARE ADMINISTRATION
LODGING/HOTEL - UM VISITOR	X		X	X*	*USING A UM EMPLOYEE TRAVEL CARD
MEETING SUBSISTENCE		X		X	EXAMPLE: DONUTS OR BAGELS FOR A MEETING AT THE OFFICE
MEMBERSHIP - PROFESSIONAL ORG.		X	X	X	
MEMBERSHIP - SOCIAL CLUB (ANNUAL DUES)	X				<b>NOTE:</b> MUST BE APPROVED BY A SR. VICE PRESIDENT
MEMBERSHIP - SOCIAL CLUB (MONTHLY/OTHER FEES)	X				<b>NOTE:</b> MUST BE APPROVED BY A SR. VICE PRESIDENT
PERFORMER - BAND, MUSICIAN	X	X	X		
PERMITS	X		X		
PETTY CASH			X		EXAMPLE: CUSTODIAN OF RESEARCH PARTICIPANT PAYMENTS

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POSTAGE	X*	X**			*EXAMPLE: METER OR METERED MAIL **EXAMPLE: POSTAGE STAMPS
PROMOTIONAL ITEMS	X	X			EXAMPLES: TSHIRTS, UMBRELLAS, PENS
REFUNDS			X		
REGISTRATION - CONFERENCE, SEMINAR		X	X	X	EXAMPLE: CONFERENCE PARTICIPATION
RENTAL - EQUIPMENT	X				
RENTAL - ROOM FOR A UNIVERSITY EVENT	X		X	X	EXAMPLE: RESERVING A MEETING ROOM AT A HOTEL OR OTHER INSTITUTION FOR AN OFFSITE BUSINESS PRESENTATION
REPAIRS & MAINTENANCE	X				
RESEARCH PARTICIPANT PAYMENTS			X		
ROYALTY PAYMENTS			X		
SERVICE - ALL	X				EXAMPLES: CONSULTING, LEGAL, MEDICAL, OFFICE CLEANING, COURIER, PHOTOGRAPHY, TRANSLATION, PROFESSIONAL SERVICES
SUBCONTRACTS	X				
SUBSCRIPTION - BOOK, MAGAZINE		X	X	X	
SUNPASS CHARGES - UM VEHICLE		X			<b>NOTE:</b> CONSULT WITH THE CORPORATE CARDS OFFICE ON EXACT PROCEDURE & REQUIREMENTS
SUPPLIES - MISCELLANEOUS	X	X			DEPARTMENTS MUST USE ESTABLISHED/APPROVED PROCESSES AND/OR VENDORS, WHEN APPLICABLE EXAMPLE: STAPLES CATALOG IN U MENET SHOULD BE USED FOR OFFICE SUPPLY PURCHASES
TABLE/CHAIR PURCHASE - NON-UM EVENTS		X	X		SEE PAYMENT TYPE CHARITABLE CONTRIBUTIONS
TRANSPORTATION - STUDENTS, EMPLOYEES, PATIENTS	X				EXAMPLE: BUS CHARTER
TRAVEL ADVANCE FOR ELIGIBLE GROUPS				X	
TRAVEL REIMBURSEMENT - OUTSIDE ENTITY			X		
WORK VISA APPLICATION FEES TO HOMELAND SECURITY			X		