### Payment Matrix

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<th>Purchase Order (PO)</th>
<th>PCard Single Purchase limit (SP) of $2,500</th>
<th>Supplier Request &quot;Check Req&quot;</th>
<th>Travel Cards Expense Report &quot;Reimbursement&quot;</th>
<th>Notes &amp; Examples</th>
</tr>
</thead>
</table>

#### Advertising
UM logos, videos, designs, public relations, and social media content must be approved by UM Communications prior to printing or production.

<table>
<thead>
<tr>
<th>Contracts / Agreements</th>
<th>Y</th>
<th>E.g., billboards, bus stops, and Metrorail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment for Jobs &amp; New Classes</td>
<td>Y</td>
<td>E.g., new online class/programs, research study participants, job postings on web/social media (Google, LinkedIn, Facebook, Yelp), billboards, bus stops, Metrorail</td>
</tr>
</tbody>
</table>

#### Apparel
UM logos, videos, designs, public relations, and social media content must be approved by UM Communications prior to printing or production.

| Lab Coats | Y |
| Uniforms | Y |
| T-Shirts | Y |

#### Beverages, Entertainment, Events, Food, and Related Rentals
Commodities requiring signatures, and/or terms and conditions will require a purchase order and contract.

<table>
<thead>
<tr>
<th>Date</th>
<th>Commodity</th>
<th>Contacts</th>
<th>Notes &amp; Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/8/24</td>
<td>Beverages - Coffee Services</td>
<td>Y</td>
<td>For office coffee, use Canteen.</td>
</tr>
<tr>
<td>3/8/24</td>
<td>Entertainment – Entertainment Meals</td>
<td>Y</td>
<td>Policy: Celebratory Events for Employees (HR)</td>
</tr>
<tr>
<td>3/8/24</td>
<td>Entertainment – Food Trucks Coming on Campus</td>
<td>Y</td>
<td>Contact Dining Services for the list of vetted food trucks. The department is responsible for supplier onboarding and organizing logistics with UM Parking and UM Risk Management.</td>
</tr>
<tr>
<td>3/8/24</td>
<td>Entertainment – Performer</td>
<td>Y</td>
<td>E.g., band, comedian, musician, vocalist</td>
</tr>
<tr>
<td>3/8/24</td>
<td>Entertainment – Royalties</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>3/8/24</td>
<td>Event – Catering / Beverages</td>
<td>Y</td>
<td>*Alcohol must be served by a licensed bartender and requires pre-approval from Risk Management.</td>
</tr>
<tr>
<td>3/8/24</td>
<td>Event – Registration</td>
<td>Y</td>
<td>E.g., conference/seminar participation</td>
</tr>
<tr>
<td>3/8/24</td>
<td>Food – Conference / Hotel Catering</td>
<td>Y</td>
<td>*Allow a minimum of 10 business days for processing a purchase requisition, contract, and the deposit.</td>
</tr>
<tr>
<td>3/8/24</td>
<td>Food – Entertainment Event</td>
<td>Y</td>
<td>Policy: Celebratory Events for Employees (HR)</td>
</tr>
<tr>
<td>3/8/24</td>
<td>Food - Meeting Amenities / Subsistence</td>
<td>Y</td>
<td>*PCard allowed up to $200 for grocery stores. Not to be used for restaurants or fast food.</td>
</tr>
<tr>
<td>3/8/24</td>
<td>Food - Per Diem Meal Allowances</td>
<td>Y</td>
<td>*When claiming per diem meal allowance, a personal payment must be used. Travel Cards are not allowed.</td>
</tr>
<tr>
<td>3/8/24</td>
<td>Food – Supplies</td>
<td>Y</td>
<td>E.g. Paper plates, plasticware, cups (not allowed for Celebratory Events for Employees)</td>
</tr>
<tr>
<td>3/8/24</td>
<td>Rental: Ballroom / Convention Center</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>3/8/24</td>
<td>Rental: Chairs, Tables, Tents (UM event)</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>3/8/24</td>
<td>Rental: Meeting Room</td>
<td>Y</td>
<td>E.g., Reserve a meeting room at a hotel or other institution for an offsite business presentation</td>
</tr>
</tbody>
</table>

3/11/24 M.R.
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<th>Purchase Order (PO)</th>
<th>PCard Single Purchase Limit (SPN) of $2,500</th>
<th>Supplier Request</th>
<th>Travel Cards Expense Report</th>
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<th>Notes &amp; Examples</th>
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### Cellular

- Phones
  - *Y*  
  - *Y*
  - *Request begins on a Workday requisition. Then charges will be applied to the PCard.*

- Recurring Charges
  - Y

### Charitable Contributions

All charitable contributions must be approved by the appropriate VP.

- Sponsorship
  - *Y*
  - *Prior approval required by Humberto Speziani*

- Tables / Chairs (Non-UM Events)
  - Y
  - Y
  - E.g., gala or event

### Computers

- Accessories
  - Y
  - Y
  - E.g., keyboard, mouse, chargers, cables, projector bulbs

- Hardware & Software
  - Y
  - E.g., Prior approval required from UMIT/UHIT

- Maintenance & Repairs
  - *Y*
  - *Contact your IT department for directions.*

### Contracts

This applies only to inbound contracts when UM is paying for goods and services.

For outbound contracts, when UM is being paid to provide a service, contact: Contract Administration.

- Cleaning
  - Y
  - E.g., office cleaning, dry cleaning

- Consulting
  - Y

- Legal
  - Y

- Medical
  - Y

- Performers
  - Y

- Photography
  - Y

- Professional Services
  - Y

- Translation
  - Y

- Videography
  - *Y*
  - *Service Agreement Needed E.g., YouTube*

### Dues, Memberships, & Permits

- Permits
  - Y
  - Y
  - Y

- Professional, Civic, and Community Organizations
  - Y
  - Y
  - Y
  - Y

- Social
  - *Y*
  - *Sr. VP approval required*

### Equipment

Capital equipment ($5,000+) must be processed through a purchase order.

- Appliances
  - Y
  - *Prior approval needed from Purchasing E.g., copiers, faxes, printers, scanners, office freezers, refrigerators, microwave ovens*

- Audio Visual
  - Y

- Labor (Maintenance/Repairs)
  - Y

- Medical Equipment
  - Y

- Non-Medical Minor Equipment
  - Y
  - Y

- Parts (No labor)
  - Y
  - Y

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<td></td>
<td>Purchase Order (PO)</td>
<td>Single Purchase Limit (SP) of $2,500</td>
<td>Expense Report</td>
<td></td>
</tr>
</tbody>
</table>

- **PO** allows within the University Gifts and Discounts to Employees Policy.
- **POs** allowed with prior approval by Disbursements then Corporate Card Services under the University Gifts and Discounts to Employees Policy, Gifts of Non-Cash Items Policy.

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<td></td>
<td></td>
<td>PCard TCard allowable for booth rentals</td>
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**Equipment**

- Capital equipment ($5,000+) must be processed through a purchase order.

- For rent to own contact Purchasing.
- E.g., generator, construction equipment.
- PCard TCard allowable for booth rentals.

- Minor equipment/replacement supplies allowed.
- Onboard the supplier and create a $1 requisition.

**Fees & Utilities**

- Cable TV
- Insurance Premiums
- Waste Removal
- Work Visa Applications

**Gifts**

- See Charitable Contributions.

- Prior approval needed by Disbursements, and then Corporate Card Services.
- E.g., gift cards for research participants, volunteers, survey submitters; Learn More: Employee Gift Policy, Petty Cash Policy, Travel Card Guidelines Policy.

- Limits apply. Refer to the Employee Gift Policy.
- Donations in lieu of flowers allowed up to $200.

- View the Petty Cash Policy.

- See Petty Cash Policy.

- Capital equipment ($5,000+) must be processed through a purchase order.

**Goods**

- Supplier requests (Check Requests) cannot be used to purchase goods/objects.

- See PCard Authorized & Unauthorized Purchases.
- E.g., furniture, office supplies, instructional supplies, research instruments.

**Hotel Lodging**

- UM employees

- UM Travel Portal E.g., interviewee

**Licenses**

- See Transportation.

- E.g., finance, health care administration, IT, law, medical, real estate.

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### Postage

- Metered Mail: Y Y
- Postage Stamps: Y Y

### Printing

UM logos, videos, designs, public relations, and social media content must be approved by UM Communications prior to printing or production. See Publications.

- Banners & Signage: Y
- Business / Appointment Cards: Y
- Brochures: Y
- Copying & Duplicating: *Y Y
- *POs allowed with pre-approval from Managed Print Services attached to the requisition.
- Playbills: Y

### Promotional Items

UM logos, videos, designs, public relations, and social media content must be approved by UM Communications prior to printing or production.

- All Items (with a logo): Y Y
- All Items (with no logo): Y Y

### Publications

See Printing.

- Magazines: Y Y
- Scholarly Publications: Y Y Y
- E.g., abstract fees, journal publication fees

### Research

See Transportation.

- Animals: Y
- Biological Products: Y
- Chemicals & Reagents: Y
- Lab Services: Y
- Lab Coats & Embroidery: Y
- Hazardous / Radioactive Materials: Y
- Medical Products: Y
- Participant Payments: Y Y
- Printed Forms: Y
- Supplies: Y

### Services

UM logos, videos, designs, public relations, and social media content must be approved by UM Communications prior to printing or production. See Advertising, Printing, Publications, Transportation.

- Delivery Services: Y
- Documents Copies/Duplication: Y Y
- E.g., courier, freight services
- Game Officials: Y
- Gas Cylinder Services: Y
- JMH Resident Payments: Y
- Plant Maintenance: Y
- Repairs: Y
- Security Services: Y
- Web Related: Y
- E.g., domain names, web hosting

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### Speakers

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<tbody>
<tr>
<td>Guest Lecturer</td>
<td>Y</td>
<td>E.g., Masterclass</td>
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<tr>
<td>Honorarium (non-consulting)</td>
<td>Y</td>
<td>E.g., Appreciation token for a talk: commencement speaker, one-time speaker</td>
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<tr>
<td>Training</td>
<td>Y</td>
<td>E.g., CPR instructor</td>
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### Subscriptions

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<tbody>
<tr>
<td>Apps</td>
<td>Y</td>
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<tr>
<td>Books &amp; Magazines</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Journals</td>
<td>Y</td>
<td>Y</td>
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### Transportation - Guests

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<tbody>
<tr>
<td>Guest Travel</td>
<td>Y</td>
<td>Y</td>
<td>E.g., taxi services</td>
<td></td>
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### Transportation - Faculty and Staff

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<tbody>
<tr>
<td>Airfare</td>
<td>Y</td>
<td></td>
<td>E.g., UM Travel Website – Book Airfare</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Baggage / Handling</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Charters; Land &amp; Sea</td>
<td>Y</td>
<td></td>
<td>E.g., bus shuttles, boat services</td>
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<tr>
<td>Gratuities</td>
<td>Y</td>
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<tr>
<td>Parking Fees</td>
<td>*Y</td>
<td></td>
<td>*Only when traveling on business.</td>
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<tr>
<td>Rental Car/Rental Sunpass</td>
<td>*Y</td>
<td>*If students are also included, Risk Management approval is required prior to traveling. UM Travel Website – Reserve a Car</td>
<td></td>
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<tr>
<td>Repairs</td>
<td>Y</td>
<td></td>
<td>E.g., vehicle repairs, vessel repairs</td>
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<tr>
<td>Rental Van - Use UM Travel Portal</td>
<td>*Y</td>
<td>*If students are also included, Risk Management approval is required prior to traveling. UM Travel Website – Reserve a Van</td>
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<tr>
<td>Sunpass (UM vehicle)</td>
<td>Y</td>
<td></td>
<td>The purchase of a Sunpass is highly encouraged</td>
<td></td>
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<tr>
<td>Vehicle Decals, Registration, and Leases</td>
<td>Y</td>
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<td>Watercraft</td>
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### Transportation - Patients

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<tbody>
<tr>
<td>Patient Ride / Ride Hailing</td>
<td>Y</td>
<td>E.g., UM wide Lyft contract, medical transportation, research participants</td>
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### Transportation - Students

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<tbody>
<tr>
<td>Student Transportation</td>
<td>Y</td>
<td></td>
<td>E.g., bus charter</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Chartered Student Bus</td>
<td>Y</td>
<td></td>
<td>E.g., field trip</td>
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