

Payment Matrix

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This is not a comprehensive list of items and is meant for reference only.

Date Updated	Commodities	Contacts:	Purchase Order (PO)	PCard Single Purchase Limit (SPL) of \$2,500	Supplier Request "Check Req"	Travel Cards / Expense Report "Reimbursement"	Notes & Examples
Advertising							
UM logos, videos, designs, public relations, and social media content must be approved by UM Communications prior to printing or production.							
	Contracts / Agreements		Y				E.g., billboards, bus stops, and Metrorail
	Recruitment for Jobs & New Classes		Y	Y			E.g., new online class/programs, research study participants, job postings on web/social media (Google, LinkedIn, Facebook, Yelp), billboards, bus stops, Metrorail
Apparel							
UM logos, videos, designs, public relations, and social media content must be approved by UM Communications prior to printing or production. See <i>Promotional</i>							
	Lab Coats		Y				
	Uniforms		Y				
	T-Shirts		Y				
Beverages, Entertainment, Events, Food, and Related Rentals							
Commodities requesting signatures, and/or terms and conditions will require a purchase order and contract.							
3/8/24	Beverages - Coffee Services		*Y				*For office coffee, use Canteen .
3/8/24	Entertainment – Entertainment Meals					*Y	*Policy: Celebratory Events for Employees (HR) *Policy: Travel & Business Expense Reimbursement Policy E.g., business meal at a restaurant as defined in UM policy.
3/8/24	Entertainment – Food Trucks Coming on Campus		Y				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.
3/8/24	Entertainment - Performer		Y				E.g., band, comedian, musician, vocalist
3/8/24	Entertainment - Royalties				Y		
3/8/24	Event – Catering / Beverages		*Y				* Alcohol must be served by a licensed bartender and requires pre-approval from Risk Management .
3/8/24	Event - Registration		Y	Y	Y	Y	E.g., conference/seminar participation
3/8/24	Food - Conference / Hotel Catering		*Y				*Allow a minimum of 10 business days for processing a purchase requisition, contract, and the deposit.
3/8/24	Food - Entertainment Event		*Y				Policy: Celebratory Events for Employees , (HR) Policy: Travel & Business Expense Reimbursement Policy , E.g., On-campus holiday party, receptions as defined in UM policy.
3/8/24	Food - Meeting Amenities / Subsistence		Y	*Y		Y	*PCard allowed up to \$200 for grocery stores. Not to be used for restaurants or fast food.
3/8/24	Food - Per Diem Meal Allowances					*	*When claiming per diem meal allowance, a personal payment must be used. Travel Cards are not allowed.
3/8/24	Food – Supplies		Y	Y			E.g. Paper plates, plasticware, cups (not allowed for Celebratory Events for Employees)
3/8/24	Rental: Ballroom / Convention Center		Y				
3/8/24	Rental: Chairs, Tables, Tents (UM event)		Y				
3/8/24	Rental: Meeting Room		Y		Y	Y	E.g., Reserve a meeting room at a hotel or other institution for an offsite business presentation

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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. See Gifts							
	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	*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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(continued)							
Equipment							
Capital equipment (\$5,000+) must be processed through a purchase order.							
	Rentals		*Y				*For rent to own contact Purchasing E.g., generator, construction equipment PCard TCard allowable for booth rentals
	Supplies		Y	*Y			*Minor equipment/replacement supplies allowed
	Trial Equipment		*Y				*Onboard the supplier and create a \$1 requisition.
Fees & Utilities							
	Cable TV		Y				
	Insurance Premiums		Y		Y		E.g., UM insurance policy premiums
	Waste Removal		Y				
	Work Visa Applications				Y		
Gifts							
See Charitable Contributions							
	Gift Cards / Gift Certificates					*Y	*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
	Flowers		Y	*Y		*Y	*Limits apply. Refer to the Employee Gift Policy . *Donations in lieu of flowers allowed up to \$200.
	Petty Cash				Y		View the Petty Cash Policy .
	Prizes / Tangible Gifts		*Y	**Y			*POs are allowed within the University Gifts and Discounts to Employees Policy . **PCards 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 . E.g., UM license plate frame, UM tumblers
Goods							
Supplier requests (Check Requests) cannot be used to purchase goods/objects.							
	General Goods		Y	*Y			*See PCard Authorized & Unauthorized Purchases E.g., furniture, office supplies, instructional supplies, research instruments
Hotel Lodging							
UM employees							
	Non-Employees		Y			*Y	* UM Travel Portal E.g., interviewee
	UM Employees		Y			*Y	* UM Travel Portal E.g., seminars and conferences
Licenses							
See Transportation							
	Professional Licenses		Y	Y	Y	Y	E.g., finance, health care administration, IT, law, medical, real estate
	Software		Y				

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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. <i>See Publications</i>							
	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				Contact Purchasing for approved suppliers E.g., T-shirts, umbrellas, pens
	All Items (with no logo)		Y	Y			
Publications							
<i>See Printing</i>							
	Magazines		Y	Y			
	Scholarly Publications		Y	Y	Y		E.g., abstract fees, journal publication fees
Research							
<i>See Transportation</i>							
	Animals		Y				E.g., animal feed, animal related purchases
	Biological Products		Y				
	Chemicals & Reagents		Y				
	Lab Services		Y				E.g., nursing services
	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. <i>See Advertising, Printing, Publications, Transportation</i>							
	Delivery Services		Y				E.g., courier, freight services
	Documents Copies/Duplication		Y		Y		E.g., copies/duplication, destruction, storage
	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 (non-consulting)							
	Guest Lecturer				Y		E.g., Masterclass
	Honorarium (non-consulting)				Y		E.g., Appreciation token for a talk: commencement speaker, one-time speaker
	Training		Y				E.g., CPR instructor
Subscriptions							
	Apps		Y				
	Books & Magazines		Y	Y	Y	Y	
	Journals		Y	Y		Y	
Transportation - Guests							
	Guest Travel				Y	Y	E.g., taxi services
Transportation – Faculty and Staff							
	Airfare					Y	UM Travel Website – Book Airfare
	Baggage / Handling					Y	
	Charters: Land & Sea		Y				E.g., bus shuttles, boat services
	Gratuities					Y	
	Parking Fees					*Y	*Only when travelling on business.
	Rental Car/Rental Sunpass					*Y	*If students are also included, Risk Management approval is required prior to traveling. UM Travel Website – Reserve a Car
	Repairs		Y				E.g., vehicle repairs, vessel repairs
	Rental Van - Use UM Travel Portal					*Y	*If students are also included, Risk Management approval is required prior to traveling. UM Travel Website – Reserve a Van
	Sunpass (UM vehicle)					Y	The purchase of a Sunpass is highly encouraged
	Vehicle Decals, Registration, and Leases		Y				
	Watercraft		Y				
Transportation – Patients							
	Patient Ride / Ride Hailing		Y				E.g., UM wide Lyft contract, medical transportation, research participants
Transportation – Students							
For student transportation, Risk Management approval is required prior to traveling.							
	Student Transportation		Y				E.g., bus charter
	Chartered Student Bus		Y				E.g., field trip