

Payment Matrix

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

If a supplier is in Workday for Purchase Orders, the PO process will take precedence.

Commodity	Purchase Order (PO)	PCard Single Purchase Limit (SPL) of \$2,500	Supplier Request "eCheck" or "Check Req"	Travel Cards / Expense Report or "Reimbursement"	Notes & Examples
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Advertising

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

Contracts / Agreements	Y				E.g., advertising on billboards, bus stops, and Metrorail
Recruitment for Jobs & New Classes Online	Y	Y			E.g., new online class/program posting, research study participants, job postings on web/social media (Google, LinkedIn, Facebook, Yelp), billboards, bus stops, Metrorail

Apparel

See *Promotional*

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Lab Coats	Y				
Promotional (T-shirts)	Y				
Uniforms	Y				

Catering, Food, & Beverages

Events involving a caterer or contract must be processed through a Purchase Order.

Catering Supplies	Y	Y*			*PCard allowed up to \$200. E.g., cups, napkins, plasticware, paper plates
Coffee Services	Y*				*UM wide contract with Canteen
Conference / Hotel Catering	Y				
Entertainment Event	Y				E.g., holiday party, reception
Entertainment Meals				Y	E.g., business lunch at a restaurant
Meeting Amenities / Subsistence	Y	Y*		Y	*PCard allowed up to \$200. E.g., bagels, muffins, pizza
Per Diem Meal Allowances				Y	
Receptions	Y				

Cellular

Phones	Y*	Y*			*Request begins on a Workday Purchase requisition for documentation purposes. Then charges will be applied to the PCard.
Recurring Charges		Y			

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Charitable Contributions

All charitable contributions must be approved by the appropriate VP.

Fundraisers (Non-UM)		Y			E.g., table at a charitable gala or event
Gift Cards			Y	Y*	*Prior approval needed by Disbursements, and then Corporate Card Services. E.g., gift cards for research participants
Sponsorship	Y*				*Humberto Speziani's approval required prior to purchase.
Table/Chair at a Non-UM Event		Y	Y		

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

UM is paying for inbound goods and services. For outbound contracts where 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 for videographers

Dues, Memberships, & Permits

Permits	Y	Y	Y		
Professional, Civic, and Community Organizations		Y	Y	Y	
Social	Y*				*Sr. VP approval required.

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Entertainment

See Catering

Events involving a contract must be purchased through a PO.

Performer	Y				E.g., band, comedian, musician, vocalist
Royalties			Y		

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				
Non-medical (Minor equip.)	Y	Y			E.g., shredder, copiers, faxes, printers, scanners, landline telephones
Parts (No labor)	Y	Y			
Rentals	Y				
Supplies	Y	Y*			*Minor equipment/replacement supplies allowed

Events

See Catering, Lodging, Performers

Registration	Y	Y	Y	Y	E.g., conference/seminar participation
Rental: Chairs, Tables, Tents	Y				
Rental: Ballroom	Y				
Rental: Meeting Room	Y		Y	Y	E.g., reserving a meeting room at a hotel or other institution for an offsite business presentation

Fees & Utilities

Cable TV	Y				
Insurance Premiums	Y		Y		E.g., UM insurance policy premiums
Waste Removal	Y				
Work Visa Applications			Y		

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Fines / Penalties

Government Agency Fines & Permits		Y	Y		
Legal Settlements			Y		
Parking and Traffic Violations	Not Allowable				
Refunds			Y		

Gifts

Gift Cards				Y*	*Prior approval needed by Disbursements, then Corporate Cards Office. E.g., gift cards for research participants
Flowers	Y	Y*		Y*	*Limits apply. Refer to the Employee Gift policy .

Goods

Check requests cannot be used to purchase goods and objects.

General Goods	Y	Y*			*See PCard Authorized & Unauthorized Purchases E.g., furniture, office supplies, instructional supplies, research instruments
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Hotel Lodging

Non-Employees	Y			Y	E.g., interviewees
UM Employees	Y			Y	E.g., seminar, conferences

Licenses

See [Transportation](#)

Professional Licenses	Y	Y	Y	Y*	E.g., finance, health care administration, IT, law, medical, real estate
Software	Y				

Memberships

Professional		Y	Y	Y	
Social	Y*				*Must be approved by a Sr. VP

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Postage

Metered Mail	Y		Y		
Postage Stamps		Y	Y		

Printing

See *Publications*

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Banners & Signage	Y				
Business / Appointment Cards	Y				
Brochures	Y				
Copying & Duplicating	Contact Managed Print Services at mps@miami.edu .				
Playbills	Y				

Promotional Items

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All Items	Y				E.g., T-shirts, umbrellas, pens
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Publications

See *Printing*

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

Research

See *Transportation*

Animals and related purchases	Y				
Biological Products	Y				
Chemicals & Reagents	Y				
Lab Services	Y				E.g., nursing services
Lab Coats & Embroidery	Y				

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Research (continued)

Hazardous / Radioactive Materials	Y				
Medical Products	Y				
Participant Payments			Y	Y	
Printed Forms	Y				
Supplies	Y				

Services

See Advertising, Printing, Publications, Transportation

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Delivery Services	Y				E.g., courier, freight services
Document Copies / Duplications	Y		Y		E.g., copies/duplications, 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

Speakers (non-consulting)

Guest Lecturer			Y		E.g., Master's class
Honorarium			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	

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Transportation - Guests					
Guest Travel			Y	Y	E.g., taxi services
Transportation - Faculty and Staff					
Does not include parking and traffic violations					
Airfare				Y	
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 - Use UM Travel Portal				Y*	*If students are included, Risk Management approval is required prior to traveling.
Repairs	Y				E.g., vehicle repairs, vessel repairs
Rental Van - Use UM Travel Portal				Y*	*If students are included, Risk Management approval is required prior to traveling.
Sunpass (UM vehicle)		Y*		Y	*Consult with the Corporate Card Services regarding procedure & requirements
Vehicle Decals, Registration, and Leases	Y				
Watercrafts	Y				
Transportation - Patients					
Patient Ride / Ride Hailing	Y				E.g., UM wide Lyft contract, medical transportation, research participants
Transportation - Students					
Student Transportation	Y				E.g., bus charter
Chartered Bus / Student Bus	Y				E.g., field trip