

**In cases where the Procurement Card is allowed, it is the preferred method for payment. See Business Procedures Manual Section B-3-2-1.**

	<i>Procurement Card</i> Purchases less than \$5,000 (Preferred Method)	<i>Shopping Cart / Requisition</i> through Purchasing	<i>Payment Request Document (PRD)</i>	<i>Payroll</i>	<i>Student Payment Voucher (SPV)</i>	<i>Travel Voucher</i>	<i>Comments</i>
Accreditation Fees	X						PRD if not authorized on the Procurement Card
Ad Placement (one-time or short-term placement of ads via print, radio/TV)	X	X					Purchasing must review any written agreement.
Advertising Services (long-term placement of ads via print, radio/TV)		X					Purchasing must review any written agreement. Contact Purchasing for any purchase that may involve consulting, marketing, or branding services.
Ad Placement, newspaper, print, radio/TV	X						
Agricultural Equipment, Supplies and Animals	X	X					
Alcoholic Beverages - BPM 3-2-2			X				
Artwork		X					
Attorneys		X					
Auctioneer			X				
Awards - Employees			X	X			Refer to BPM E-7-12
Awards - Students					X		Refer to BPM E-7-11
Blinds, draperies, other window coverings	X	X					
Books for departmental use, including reference books, workbooks and handbooks	X	X					Academic textbooks should be purchased via the University Bookstore
Building Rent/Lease Payments for off-campus facilities		X	X				
Building Supplies	X						PPD areas must use Supply Centers
Capital Equipment - all items over \$2,000		X					
Capital Equipment - Computer Hardware - (Preferred Vendor) - Ebuy	X	X					

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Catering Services			X				Must be on approved catering list www.uky.edu/Purchasing/catererslist.htm
Cellular Phones and Service							Must be approved by Communication Services
Chemicals	X	X					
Clinics, Doctors/Hospital for services rendered to UK patients when UK is unable to provide service	X						
Coffee and other refreshments for offices and official University functions			X				Refer to BPM - B-3-2-2
Collection Services		X					
Copier rentals	X	X					Applies only to copier rentals in place prior to January 2011. Copier rentals must be via requisition/ shopping cart. Purchases of excess copies can be via requisition/ shopping cart or procurement card. IKON is the exclusive MPS provider for all digital impression equipment/ services as of January 2011 within the University.
Consulting Services		X					
Copyrighted educational materials with no signed agreements	X	X					If signature required, must be on a Shopping Cart / Requisition
Custom and Tariff Fees	X	X					
Dry Cleaning and Laundry Services	X	X					
Dues for Memberships			X				Refer to BPM - B-3-2-2
Duplicating Services	X	X					Applies only to purchase of duplicating purchases from outside vendor such as FedEx Office.
Entertainment Agreements			X				
Equipment Leases/Rental		X					
Equipment, Repairs and Service involving no signed contract or no maintenance agreement	X	X					If signature required, must be on a Shopping Cart / Requisition
Examination Fees	X	X					

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Exhibit Space for Conventions, Conferences, Trade Shows/Meeting space/room	X	X					If agreement required, must be on a Shopping Cart / Requisition
Exhibit Fees	X	X					If agreement required, must be on a Shopping Cart / Requisition
Express Mail Services (ie. FedEx, UPS, DHL)	X						
Flowers			X				Refer to BPM - B-3-2-2 and the Discretionary Expenditure Policy
Floor Covering Removal and/or installation		X					
Freight and other shipping costs	X	X					
Furniture	X	X					Refer to BPM E-12-1 University's Capitalization Policy
Gasoline card purchases made with Voyager Fleet Card only			X				Refer to BPM - B-3-2-2
Gasoline (Bulk) for use in Physical Plant Division, Agriculture areas, etc.		X					
Gifts,excluding promotional items			X				Refer to the Discretionary Expenditure Policy
Government Fees	X		X				
Graphic Design	X						
Guests Expenses	X		X				Meals cannot be charged to the Procurement Card
Hazardous &/or Radioactive Materials							Approval required by Environmental Health & Safety Officer
Honorarium			X				
Janitorials							Go through Stores
Kentucky Medical Services Foundation (KMSF) Payment	X		X				
Lab Supplies	X	X					
Legal Services		X					

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Library Books, Periodicals, Pamphlets, Subscriptions - Electronic Only		X					
Mailing Lists	X	X					
Maintenance Contracts		X					
Managed Print Services	X	X					IKON is exclusive provider. Applies to all equipment or services that involve digital impressions (copiers, scanners, faxes, printers, multi-function machines) on or after January 2011. Purchase items are via procurement card or requisition/ shopping cart. Monthly MPS charges are billed through SAP.
Meals - Except employee meals while in travel status			X				Refer to Discretionary Expenditure Policy
Medical services rendered to patients, students, when UK Hospital is unable to provide the services	X		X				Refer to BPM B-3-2-2
Musical instruments, books, and printed music (non-digital)	X	X					
Office Decorations			X				
Office Supplies	X	X					If trained on SRM, must use SRM
Pagers and Paging Services							Must be approved by Communication Services
Patient Expenses for meals, lodging, etc.	X		X				PRD if not authorized on the Procurement Card
Personal Services Contracts		X					Contract and Proof of Necessity Forms must be completed and approved prior to work taking place. Refer to BPM B-4
Photographers / Photos	X	X					
Postal Charges, including stamps and electronic prepayment by meters	X	X					
Printing (Approved contractors only)	X	X					Refer to BPM B-10-3
Promotional Items		X					Must use CLC licensed vendors <a href="http://www.uky.edu/Purchasing/promo_clclist.pdf">www.uky.edu/Purchasing/promo_clclist.pdf</a>
Publications (reprints), pages or articles from professional journals	X	X					
Publishing-related services (writing, editing, proofreading, etc., excludes graphic design and printing)	X	X					

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Recruitment Expenses	X		X				PRD if not authorized on the Procurement Card
Refreshments for Workshops			X				
Refreshments for Department Use			X				Refer to BPM B-3-2-2 and the Discretionary Expenditure Policy
Refunds - Students and Patients			X				
Registration Fees Only - Conferences/Meetings/ Trainings	X					X	
Registration Fees - Conferences/Meetings/ Trainings with optional events			X			X	
Reimbursements to employees			X				Refer to BPM E-7-5
Relocation Expenses			X	X			Refer to BPM E-7-8
Rental of Equipment		X					
Rental of Equipment (Short Term) - Procurement Card if no written agreement is required.	X	X					
Resale Items	X	X					
Research Subject Payments			X				
Royalty payments			X				
Scholarships, Fellowship payments to UK Students							Must be approved by Student Financial Aid Office
Service Calls - (See Equipment, Repairs and Service)	X	X					
Speaker Fees			X				
Stipends and Grants to UK Students					X		Refer to BPM E-7-11
Storage, Temporary	X	X					If written agreement is required, must be on a Shopping Cart / Requisition

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Students payments/cash disbursements					X		Refer to BPM E-7-11
Student orientation and reception activity expenses			X				
Subawards							Go through OSPA
Subscriptions to newspapers, magazines and journals for Official University purposes	X	X					
Temporary Help		X					
Theater Equipment and Supplies	X	X					
Training	X	X					Purchasing needs to review any Agreements
Transcription Services		X					
Transportation Services (Chartered Buses, Taxi, Aircraft, Watercraft, etc.)	X	X					Procurement Card if no written agreement is required.
Travel Services / <b>Employee reimbursements</b>	X					X	Refer to BPM - E-5-1 thru E-5-2
Travel - <b>Guest Expenses</b>	X		X				
Travel - <b>Students</b>					X		Refer to BPM E-7-11
Utility Payments	X		X				
Vehicle Maintenance & Repair	X	X					
Water for human consumption - bottled or cooler		X	X				Refer to BPM - B-3-2-2
Medical Supplies Patient Related with Cost Center (1058XXXXXX) and (1061XXXXXX) and (107XXXXXXX)		X					