

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>Requisition</i> through Purchasing	<i>Departmental</i> <i>Authorization & Voucher</i> (DAV)	<i>Payroll</i>	<i>Travel Voucher</i>	<i>Comments</i>
Accreditation Fees	X		X			Refer to BPM B-3-2-2
Advertising Services		X				Refer to BPM B-3-2-2
Ad Placement, newspaper, print, radio/TV	X					
Alcoholic Beverages - BPM 3-2-2			X			
Attorneys		X				
Auctions, Public		X				
Awards - Employees			X	X		Refer to BPM E-7-12
Awards - Students			X			Refer to BPM E-7-11
Banking Fees		X				Refer to BPM B-3-2-2
Books for departmental use, including reference books, workbooks and handbooks	X	X				Refer to BPM B-3-2-2
Building Rent/Lease Payments for off-campus facilities		X				
Capital Equipment - all items over \$2,000		X				Except for Preferred Vendor on Ebuy site
Capital Equipment - Computer Hardware - (Preferred Vendor) - Ebuy	X	X				
Catering Services			X			
Cellular Phones and Service						Must be approved by Communication Services

	<i>Procurement Card</i> Purchases less than \$5,000 (Preferred Method)	<i>Requisition</i> through Purchasing	<i>Departmental</i> <i>Authorization & Voucher</i> (DAV)	<i>Payroll</i>	<i>Travel Voucher</i>	<i>Comments</i>
Clinics, Doctors/Hospital for services rendered to UK patients when UK is unable to provide service			X			Refer to BPM - B-3-2-2
Coffee and other refreshments for offices and official University functions			X			Refer to BPM - B-3-2-2
Copiers and other office equipment, leased and rentals (See comments)		X				Excess copies can be paid by Procurement Card
Consulting Services		X				
Copyrighted educational materials with no signed agreements	X	X				Refer to BPM - B-3-2-2
Custom and Tariff Fees			X			
Dry Cleaning and Laundry Services	X	X				
Dues for Memberships			X			Refer to BPM - B-3-2-2
Duplicating Services	X	X				
Entertainment Agreements			X			
Equipment Leases/Rental		X				
Equipment, Repairs and Service involving no signed contract or no maintenance agreement	X		X			Refer to Procurement Card Manual for proper usage.
Exhibit Space for Conventions, Conferences, Trade Shows/Meeting space/room	X		X			
Exhibit Fees	X		X			Refer to BPM - B-3-2-2
Express Mail Services (ie. FedEx, UPS, DHL)	X					
Flowers			X			Refer to BPM - B-3-2-2 and the Discretionary Expenditure Policy

	<i>Procurement Card</i> Purchases less than \$5,000 (Preferred Method)	<i>Requisition</i> through Purchasing	<i>Departmental</i> <i>Authorization & Voucher</i> (DAV)	<i>Payroll</i>	<i>Travel Voucher</i>	<i>Comments</i>
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 authorized card			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			
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			
Kentucky Medical Services Foundation (KMSF) Payment			X			
Legal Services		X				
Library Books, Periodicals, Pamphlets, Subscriptions	X	X				Refer to BPM B-3-2-2
Mailing Lists	X	X				
Maintenance Contracts		X				
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			Refer to BPM B-3-2-2

	<i>Procurement Card</i> Purchases less than \$5,000 (Preferred Method)	<i>Requisition</i> through Purchasing	<i>Departmental</i> <i>Authorization & Voucher</i> (DAV)	<i>Payroll</i>	<i>Travel Voucher</i>	<i>Comments</i>
Office Decorations			X			
Pagers and Paging Services						Must be approved by Communication Services
Patient Expenses for meals, lodging, etc.			X			
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
Postal Charges, including stamps and electronic prepayment by meters			X			
Printing (Approved contractors only)	X	X				Refer to BPM B-10-3
Promotional Items		X				
Publications (reprints), pages or articles from professional journals	X	X				
Recruitment Expenses			X			
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

	<i>Procurement Card</i> Purchases less than \$5,000 (Preferred Method)	<i>Requisition</i> through Purchasing	<i>Departmental</i> <i>Authorization & Voucher</i> (DAV)	<i>Payroll</i>	<i>Travel Voucher</i>	<i>Comments</i>
Rental of Equipment		X				
Rental of Equipment (Short Term)	X	X				Procurement Card if no written agreement is required.
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			
Storage, Temporary		X				
Students payments/cash disbursements			X			
Student orientation and reception activity expenses			X			
Subawards		X				
Subscriptions to newspapers, magazines and journals for Official University purposes	X		X			
Tangible Goods and Items (Less than \$5,000)	X	X				

	<i>Procurement Card</i> Purchases less than \$5,000 (Preferred Method)	<i>Requisition</i> through Purchasing	<i>Departmental</i> <i>Authorization & Voucher</i> (DAV)	<i>Payroll</i>	<i>Travel Voucher</i>	<i>Comments</i>
Tangible Goods and Items (More than \$5,000)		X				
Temporary Help		X				
Training	X	X				Purchasing needs to review any Agreements
Transcription Services		X	X			
Transportation Services (Chartered Buses, Aircraft, Watercraft, etc.)		X				
Travel - Employees	X		X		X	Refer to BPM - E-5-1 thru E-5-3
Travel - Guests	X		X			Refer to BPM - E-5-1 thru E-5-3
Travel - Students	X		X			Refer to BPM - E-5-1 thru E-5-3
Utility Payments	X		X			
Water for human consumption - bottled or cooler			X			Refer to BPM - B-3-2-2
Medical Supplies Patient Related with Cost Center (1058XXXXXX)		X				