

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

	Standard Procurement Card Purchases less than \$5,000 (Preferred Method If Not E-Catalog Supplier)	SRM Shopping Cart / ECC Requisition through Purchasing	Payment Request Document (PRD)	Payroll	Student Payment Voucher (SPV)	Travel Voucher/ TRIP	Comments
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, billboard; includes employment advertising)		X					Purchasing must review and sign any written agreement. Use GL 530139 for all purchases except employment advertising. Use GL 530502 if advertising for employment purposes.
Advertising Services (long-term placement of ads via print, radio/TV, billboard, etc.)		X					Purchasing must review and sign any written agreement. Contact Purchasing for any purchase that may involve consulting, marketing, or branding services. Use GL 530139 for all purchases except employment advertising. Use GL 530502 if advertising for employment purposes.
Agricultural Equipment, Supplies and Animals	X	X					
Aircraft Systems, Unmanned (Drones)		X					Not allowed on procurement card under any circumstance. Prior to operation please review Reference BPM Section D-2.
Alcoholic Beverages - BPM 3-2-2	X		X				Procurement card may be used solely with UK Dining, Boone Center, or Spindletop Hall and must be invoiced separately from food purchases. Use GL Account 540356.
Artwork		X					

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Attorneys		X					Refer to BPM B-4. All invoices must be reviewed by Office of Legal Counsel prior to creation of Personal Service Contract and related Shopping Cart / Requisition.  Use GL 530133 for all legal fees and expenses except patent-related purchases.  Use GL 535028 for all patent-related purchases.
Auctioneer			X				Refer to BPM B-4.
Audio / Video Services		X					Includes production of film, movie, web videos, etc. If performed by an individual, follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a> If approved as IC, purchase via Shopping Cart / Requisition process.
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 Supplies	X						PPD areas must use Supply Centers
Capital Equipment - all items over \$5,000		X					
Computers	X	X					Hospital areas use E-buy. All other departments and units use SRM Shopping Cart e-catalogs for all Dell, MoreDirect, or CDW-G purchases. Apple, Lenovo, or other one-off brands are to be purchased using procurement card if \$5000 or less; use free text Shopping Cart if order is greater than \$5000.

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Catering Services - Off Campus			X				Must be on approved catering list <a href="http://www.uky.edu/Purchasing/catererslist.htm">www.uky.edu/Purchasing/catererslist.htm</a>
Catering Services - UK Dining, Boone Center, or Spindletop Hall	X						Alcohol purchases must be invoiced separately from food. Use GL Account 540356 for alcohol.
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 and E-7-10
Collection Services		X					
Consulting Services		X					Refer to BPM B-4.
Contest judges			X				Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a>
Copyrighted educational materials	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		X				Refer to BPM - B-3-2-2 and E-7-10
Duplicating Services	X	X					Use Ricoh on-campus Document Service Centers. Visit <a href="http://www.uky.edu/ukricoh/">http://www.uky.edu/ukricoh/</a> for more information.

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Editing or Writing Publications or Articles		X					Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a>
Entertainment		X					Includes actors, musicians, bands, disc jockeys, etc. Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a> Should have Event Management System (EMS) ID Number indicated.
Equipment Leases/Rental		X					Purchasing must review and sign any written agreement.
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					
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 (i.e., FedEx, UPS, DHL)	X						
Flowers			X				Refer to BPM - B-3-2-2 and the Discretionary Expenditure Policy E-7-10
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

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Gasoline (Bulk) for use in Physical Plant, Agriculture areas, etc.		X					
Gifts, excluding promotional items			X				Refer to the Discretionary Expenditure Policy E-7-10. Retirement gifts allowed on procurement card.
Government Fees	X		X				
Graphic Design		X					Any graphic design related to printing must be transacted through the contract printers.
Guests Expenses	X		X				Meals cannot be charged to the Procurement Card. Independent Contractor - Must process through Human Resources per BPM E-7-3.
Hazardous &/or Radioactive Materials							Approval required by Environmental Health & Safety Officer
Honoraria			X				Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a> Must process through Human Resources for payments greater than \$2,000 excluding travel.
Interviewers		X					Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a>
Interpreters		X					Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a> If approved as IC, purchase via Shopping Cart / Requisition process.
Kentucky Medical Services Foundation (KMSF) Payment	X		X				

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Laboratory Equipment, Supplies, Analyses, and Related Services	X	X					<p>All purchases from VWR International and Fisher Scientific (Exclusive items) are to be conducted through the SRM punch-out e-catalogs. Any purchases requested from Fisher Scientific, beyond items in their exclusive e-catalog, are to be via SRM Free Text Shopping Cart. Procurement card cannot be used for either supplier.</p> <p>Purchases of specialized laboratory goods or services not available from the above suppliers (e.g., Qiagen, Bio-Rad, Carl Zeiss, etc.) can be conducted via procurement card or SRM Free Text Shopping Cart, as applicable.</p> <p>Purchasing must review and sign any miscellaneous written agreement.</p>
Legal Services		X					<p>Refer to BPM B-4. All invoices must be reviewed by Office of Legal Counsel prior to creation of Personal Service Contract and related Shopping Cart / Requisition.</p> <p>Use GL 530133 for all legal fees and expenses except patent-related purchases.</p> <p>Use GL 535028 for all patent-related purchases.</p>
Library Books, Periodicals, Pamphlets, Subscriptions - Electronic Only		X					
Mailing Lists	X	X					
Maintenance Contracts		X					Purchasing must review and sign any written agreement.
Managed Print Services	X	X					Ricoh-USA 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 E-7-10

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Medical services rendered to patients, students, when UK Hospital is unable to provide the services	X		X				Refer to BPM B-3-2-2
All Medical Supplies-Patient Related		X					Note: Must be submitted via SAP hospital type ZB requisition.
Moving Expenses of University Space	X	X					Departments may consider PPD Trucking for pricing and availability
Musical instruments, books, and printed music (non-digital)	X	X					
Office Decorations			X				Refer to Discretionary Expenditure Policy E-7-10
Office Supplies		X					Use Office Depot campus and healthcare e-catalogs in 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
Photography Companies / Photos	X	X					
Photography performed by individuals		X					Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a> If approved as IC, purchase via Shopping Cart / Requisition process.
Postal Charges, including stamps and electronic prepayment by meters	X	X					
Printing (Approved contractors only)	X	X					Refer to BPM B-10-3

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Promotional Items	X	X					*Procurement card may ONLY be used with one of the contracted promotional vendors as shown at: <a href="http://www.uky.edu/Purchasing/promoitems.htm">http://www.uky.edu/Purchasing/promoitems.htm</a>  Use GL 530139 for all purchases.
Proofreading publications or articles		X					Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a>
Publications, reprints, pages or articles from professional journals	X	X					
Recruitment Expenses (*)	X	X					Purchasing must review and sign any written agreement.  Use GL 530139 for all purchases except employment advertising.  Use GL 530502 if advertising for employment purposes.  (* ) Recruitment expense for a single individual may be submitted via PRD.  Employees must have an 8XXXXXX vendor number for reimbursements
Referees			X				Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a>
Refreshments for Workshops (Not catered)	X		X				Standard procurement card can be used at grocery stores. See E-7-10.
Refreshments for Department Use			X				Refer to BPM B-3-2-2 and the Discretionary Expenditure Policy E-7-10
Refunds - Students and Patients			X				



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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. If the item(s) being submitted for employee reimbursement are listed within the PRD product categories, use the PRD for the reimbursement. If no PRD product category exists for the item(s), execute reimbursement via Shopping Cart/Requisition.  The completed and signed Employee Reimbursement form must be attached to the PRD or Shopping Cart/Requisition. The form is available <a href="#">here</a> .
Relocation Expenses of Employees				X			Refer to BPM E-7-8
Rental of Equipment (Long Term)		X					Purchasing must review and sign any written agreement.
Rental of Equipment (Short Term)	X	X					Procurement Card if no written agreement is required. Purchasing must review and sign any written agreement.
Rental of Space							Contact Real Property Office at <a href="http://www.uky.edu/EVPFA/RealEstate/contact.html">http://www.uky.edu/EVPFA/RealEstate/contact.html</a>
Resale Items	X	X					
Research Subject Payments			X				Refer to BPM E-9
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					

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Software	X	X					Procurement Card may be used if no written agreement is involved.
Speaker, Visiting or Guest Lecturer		X					Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a> Should have Event Management System (EMS) ID Number indicated.
Sports Day Camp Instructors			X				Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a>
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
Students payments/cash disbursements					X		Refer to BPM E-7-11 and E-7-14. May also use Student Payment Procurement Card (BPM E-7-16)
Student orientation and reception activity expenses			X				
Sub Awards							Go through OSPA
Subscriptions to newspapers, magazines and journals for Official University purposes	X	X					
Theater Equipment and Supplies	X	X					
Training Supplies, Equipment, and Services Performed By Individuals		X					For services performed by individuals, follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a>
Transcription services provided by individuals		X					Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a> If approved as IC, purchase via Shopping Cart / Requisition process.

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Translators		X					Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a> If approved as IC, purchase via Shopping Cart / Requisition process.
Transportation Services (Chartered Buses, Taxi, Aircraft, Watercraft, etc.)	X	X					Procurement Card if no written agreement is required.
Travel Services / Employee reimbursements	X					X	Refer to BPM - E-5-1 thru E-5-2
Travel - Guest Expenses	X		X				
Travel - Students					X		Refer to BPM E-7-11
Uniforms	X	X					
Utility Payments	X		X				Utility provider may charge processing fee for acceptance of procurement card.
Vehicle Maintenance & Repair	X	X					
Warehouse Memberships, Retail	X	X					Retail memberships with Sam's Club. Use PRD for payment of membership fees. Use procurement card for actual purchase of goods. Contact Purchasing for membership application specific to UK; membership forms are not available at store. Use PRD Product Category 80141703 / Warehouse Memberships & GL Account 535024 for PRD membership application payment.
Water for human consumption - bottled or cooler		X	X				Refer to BPM - B-3-2-2 and E-7-10
Writing publications or articles		X					Follow Independent Contractor process outlined at: <a href="http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf">http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf</a>