

This list is not all inclusive. If payment is being made for a category not listed, please contact the Controller's Office, Purchasing or the ProCard Office.

The University Stockroom carries a wide variety of items and should be the primary source of purchase for any of these categories that are applicable.

Regardless of payment method, adherence to applicable purchasing policies is required.

\*\*\*Purchase Orders are used to place an order for goods and services – not to pay invoices. Current exceptions include paying personal service contract (PSC) and sub-grant invoices, which should continue to be processed via a PO requisition.\*\*\*

Category	Transaction Type	Non-Discretionary Funds	Discretionary Funds	Payment Method	Contracted Vendor (* = Mandated)	Special Comments	Policy Reference
AIRFARE	Employees or Students  Guests	Yes	Yes	Central Billing Card or Travel and Expense; Travel Credit Card  Central Billing Card or Payment Request	Anthony Travel	Charged to the University's central billing card and allocated to the appropriate departmental speedtype.	<a href="https://louisville.edu/finance/controller/acctops/travel">https://louisville.edu/finance/controller/acctops/travel</a>
ALCOHOL	Alcoholic beverages	No	Yes	ProCard		Since alcohol may present risks, events at which it is available should be managed with common sense and due care. Alcohol may not be charged to general funds, sponsored programs, or other restricted funding sources.	<a href="https://louisville.edu/procard/policies/alcohol-entertainment">https://louisville.edu/procard/policies/alcohol-entertainment</a>  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Alcoholic%20Beverage%20Purchases.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Alcoholic%20Beverage%20Purchases.aspx</a>
ALCOHOL (lab grade)	Alcohol for lab use	Yes	Yes	Stockroom Requisition Form	Stockroom*		
APPLIANCES		Yes	Yes	ProCard		Must have Energy Star rating.	<a href="https://louisville.edu/sustainability/operations/green-purchasing/#uofl-green-purchasing-policies">https://louisville.edu/sustainability/operations/green-purchasing/#uofl-green-purchasing-policies</a>
AWARDS	<b>Employee awards</b> -Cash -Tangible items  <b>Student awards</b> -Cash -Cash equivalent -Tangible items  <b>Non-employee awards</b> -Cash -Tangible items	Yes _____ _____	Yes _____ _____	Payroll ProCard  Review w/Financial Aid  Payment Request Procard		Any employee cash award must be processed through Payroll. Any cash equivalent award must be reported to Payroll via a Non-Cash Compensation form. Tangible awards are permitted if the value is less than \$100. Any tangible award \$100 or more should be reported to Payroll via a Non-Cash Compensation form.  Any cash/cash equivalent award over \$25 to a student must be reviewed by Financial Aid prior to disbursement. Tangible awards with a value less than \$100 are permitted - value \$100 or more must be tracked for 1099 reporting purposes.  Any cash or cash equivalent award to a non-employee will be tracked for 1099 reporting purposes.	<a href="https://louisville.edu/financialaid/uofl-departmental-portal/payment-matrix">https://louisville.edu/financialaid/uofl-departmental-portal/payment-matrix</a>  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Prepaid%20Gift%20Cards.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Prepaid%20Gift%20Cards.aspx</a>  <a href="https://louisville.edu/finance/payroll/forms/non-cashcomp">https://louisville.edu/finance/payroll/forms/non-cashcomp</a>
BOOKS (CLASSROOM, TEXT)	Books used in the classroom for instructional purposes	Yes	Yes	ProCard or Payment Request	University Bookstore	In cases where the student fee for the books was assessed separately or covered in the registration fee, and the instructor is providing the books.	
CATERING	Food, beverage, and/or service staff	Yes	Yes	ProCard or Payment Request	Aramark	If a contract is required by the catering company, a Purchasing Buyer must approve and execute the contract.  Alcohol is not permitted on restricted funding sources.	<a href="https://louisville.edu/procard/policies/alcohol-entertainment">https://louisville.edu/procard/policies/alcohol-entertainment</a>  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Alcoholic%20Beverage%20Purchases.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Alcoholic%20Beverage%20Purchases.aspx</a>
CELL PHONES	See PUR-41.00 Cellular/Mobile Device and Service Plan Policy	Yes	Yes	Per Policy		Service reimbursement paid through Payroll. See Policy.	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Cellular%20Mobile%20Device%20and%20Service%20Plan.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Cellular Mobile Device and Service Plan.aspx</a>
CLINICAL TRIALS	Anyone participating in a research study	Yes	Yes	Swift Gift Card	Swift Prepaid*	Swift Gift Cards should be used for all clinical trial & study payments.	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Research/Human%20Subjects%20Protection%20Program%20Policy%20Manual.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Research/Human%20Subjects%20Protection%20Program%20Policy%20Manual.aspx</a>  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Prepaid%20Gift%20Cards.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Prepaid%20Gift%20Cards.aspx</a>
COMPUTER EQUIPMENT & HARDWARE	Personal Desktop Computing (items valued below \$5,000)  Capital Assets (items valued at \$5,000 or greater)	Yes	Yes	ProCard  PO	*Apple *Dell *GovConnection Inc.	The University has negotiated discounts with several computer vendors for purchases by departments and individual faculty and staff. Purchases can be made directly through the vendor web sites.  All capital equipment must be ordered on a PO. All equipment valued less than \$5,000 that is purchased on a ProCard must be submitted to Inventory Control for tagging purposes.	<a href="https://louisville.edu/procard/policies/equipment-purchases">https://louisville.edu/procard/policies/equipment-purchases</a>  <a href="https://louisville.edu/sustainability/operations/green-purchasing/#uofl-green-purchasing-policies">https://louisville.edu/sustainability/operations/green-purchasing/#uofl-green-purchasing-policies</a>

Category	Transaction Type	Non-Discretionary Funds	Discretionary Funds	Payment Method	Contracted Vendor (* = Mandated)	Special Comments	Policy Reference
CONTRIBUTIONS/ DONATIONS	Cash Donations	No	Yes	Payment Request		Donation must be paid directly to the organization and approved by the department head.	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Donations.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Donations.aspx</a>
CONSULTING / PROFESSIONALSERVICES / ATTORNEYS	Doctors, employee search firms, nurses, lawyers, engineers, architects, graphic/interior/website designers, writers, editors, auditors, etc.	Yes	Yes	PO via PSC		All Personal Services Contracts require an RFP process prior to establishing a contract; there is no dollar threshold.	<a href="https://louisville.edu/purchasing/pscs">https://louisville.edu/purchasing/pscs</a>
COPYRIGHTS		No	Yes	Payment Request		Must go through the Office of Technology Transfer to make these types of payments	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Research/Intellectual%20Property.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Research/Intellectual%20Property.aspx</a>
COURIER SERVICES	UPS	Yes	Yes	Campus Ship Website	UofL Mail Services (Canon), UPS	United Parcel Services offers campus ship services through University Mail Services website (provided by Canon) to providing a convenient method to ship parcels.	<a href="https://louisville.edu/mail/resources/ups-campusship">https://louisville.edu/mail/resources/ups-campusship</a>
DUES/MEMBERSHIPS	Institutional and Individual Membership to: -Civic, Service, Private Club* -Professional Organizations -Professional Licenses	Yes	Yes	ProCard or Payment Request		*Must be reported to the University Tax Department for review of taxability to recipient.	
ENTERTAINMENT CONTRACTS		Yes	Yes	ProCard or Payment Request		All contracts/agreements should be reviewed and executed through the Purchasing department prior to finalizing.	
EQUIPMENT, EQUIPMENT REPAIR & RENTAL	Equipment valued less than \$5,000 Capital equipment valued at \$5,000 or greater	Yes	Yes	ProCard PO		All equipment valued at \$1000 or greater must be submitted to Inventory Control for tagging. All capital equipment must be ordered on a PO.	<a href="https://louisville.edu/procard/policies/equipment-purchases">https://louisville.edu/procard/policies/equipment-purchases</a>
EXAM FEES	Exams for professional certification or licensure*	Yes	Yes	ProCard		*Must be reported to the University Tax Department for review of taxability to recipient.	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Taxation%20of%20Professional%20Exam%20Fees.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Taxation%20of%20Professional%20Exam%20Fees.aspx</a>
FLOWERS	Administrative Professionals Day Classroom Purposes Congratulatory Funeral/Illness: -Employee & Immediate Family -Friends/Donors	No	Yes	ProCard		These gifts shall not exceed \$100 and shall be funded from discretionary programs.	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/De%20Minimis%20Gifts.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/De%20Minimis%20Gifts.aspx</a>
FURNITURE	Furniture for classrooms or offices	Yes	Yes	ProCard or PO	Herman Miller Kimball Leland Thompson Office Equipment Co. OfficeMax ORI Virco	Furniture with upholstery or fabric furnishings (wall covering, carpet, drapery, etc.) is restricted unless it meets fire code standards (CAL117). Contact UPDC at 852-6176 to ensure specifications are met.  A full listing of office furniture contracts can be found on the Purchasing website.	<a href="https://louisville.edu/purchasing/contracts/commodity/#F%20Commodities">https://louisville.edu/purchasing/contracts/commodity/#F%20Commodities</a>
GASOLINE	Gasoline for university-owned vehicles or equipment  Gasoline for rental cars/vans for one-day business travel (no overnight hotel stay)  Gasoline for group van rental for approved student activities  Gasoline for rental cars for multi-day business travel	Yes  _____  _____  _____	Yes  _____  _____  _____	Fuel Card  ProCard  ProCard  Travel & Expense	James River Solutions*	Use of personal vehicles for business travel is discouraged due to liability issues. In cases where a personal vehicle is necessary, justification must be provided on the travel voucher.	<a href="https://louisville.edu/procard/fuelcard">https://louisville.edu/procard/fuelcard</a>  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Travel%20Policy.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Travel%20Policy.aspx</a>
GIFT CARDS	Cards given to individuals for prizes, awards, incentives, appreciation, etc.	Yes	Yes	Swift Gift Card	Swift Gift Card*	Single merchant gift cards are not permitted. Employee appreciation cards not allowed.	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Prepaid%20Gift%20Cards.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Prepaid%20Gift%20Cards.aspx</a>

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<b>GIFTS</b>	Employee gifts - <u>Tangible items</u>	Yes	Yes	<u>ProCard</u>	Swift Prepaid*	Any employee cash gift must be processed through Payroll. Any cash equivalent gift must be reported to Payroll via a Non-Cash Compensation form. Tangible gifts are permitted if the value is less than \$100. Any tangible gift \$100 or more should be reported to Payroll via a Non-Cash Compensation form. Retirement gifts have a different threshold - the University Tax Department should be consulted in these situations.  Any cash/cash equivalent gift over \$25 to a student must be reviewed by Financial Aid prior to disbursement. Tangible gifts with a value less than \$100 are permitted - value \$100 or more must be tracked for 1099 reporting purposes.  Any cash or cash equivalent gift to a non-employee will be tracked for 1099 reporting purposes.	<a href="https://louisville.edu/financialaid/uofi-departmental-portal/payment-matrix">https://louisville.edu/financialaid/uofi-departmental-portal/payment-matrix</a>  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Prepaid%20Gift%20Cards.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Prepaid%20Gift%20Cards.aspx</a>  <a href="https://louisville.edu/finance/payroll/forms/non-cashcomp">https://louisville.edu/finance/payroll/forms/non-cashcomp</a>
	Student gifts - <u>Cash equivalent</u> - <u>Tangible items</u>			<u>Review w/Financial Aid</u>			
	Non-employee gifts - <u>Cash equivalent</u> - <u>Tangible items</u>			<u>Swift Gift Card</u> <u>ProCard</u>			
<b>GUEST EXPENSES</b>	Expenses paid directly by the University: <u>Hotel</u> <u>Airfare</u> <u>Rental Car</u>  <u>Registration fees and other incidentals</u>  <u>Other expenses that need to be reimbursed to the individual</u>	Yes	Yes	<u>Central Billing Card or ProCard</u> <u>Central Billing Card</u>  <u>ProCard</u>  <u>Payment Request</u>	Anthony* Swabiz*	The central billing card is used for all Anthony and Swabiz transactions.	<a href="https://louisville.edu/finance/controller/acctops/travel">https://louisville.edu/finance/controller/acctops/travel</a>
<b>GUEST SPEAKERS/ HONORARIUMS</b>	Fee for speaking services or gestures of goodwill Non-employees only	Yes	Yes	<u>Payment Request</u>			<a href="https://louisville.edu/finance/controller/acctops/guestspeakerinstr">https://louisville.edu/finance/controller/acctops/guestspeakerinstr</a>
<b>HOTEL/LODGING</b>	<u>Employees</u>	Yes	Yes	<u>Central Billing Card</u>	Anthony* WEX*	Travel cards for employees when available	<a href="https://louisville.edu/finance/controller/acctops/travel">https://louisville.edu/finance/controller/acctops/travel</a>  <a href="https://louisville.edu/finance/controller/acctops/forms/hotelcauthorization">https://louisville.edu/finance/controller/acctops/forms/hotelcauthorization</a>
	<u>Students</u>			<u>Central Billing Card</u>			
	<u>Guests</u>			<u>Central Billing Card or ProCard</u>			
<b>INDUSTRIAL GASES</b>	Oxygen, Acetylene, Propane	Yes	Yes	<u>ProCard</u>			
<b>INSTRUCTIONAL MATERIAL &amp; SUPPLIES</b>	Individual books, reference materials and supplies	Yes	Yes	<u>ProCard</u>		Classroom orders of books should be processed via the University Bookstore	
<b>INSURANCE</b>	Medical malpractice, Bonding	Yes	Yes	<u>ProCard or Payment Request</u>		Other types of commercial insurance, such as property, liability, and workers compensation cannot be acquired by an employee or department; it must be processed through the Insurance & Risk Management Office	<a href="https://louisville.edu/riskmanagement/">https://louisville.edu/riskmanagement/</a>
<b>LAUNDRY</b>	Towels, uniforms, etc.	Yes	Yes	<u>ProCard or Payment Request</u>			
<b>LABORATORY &amp; MEDICAL SUPPLIES &amp; CHEMICALS</b>		Yes	Yes	<u>ProCard</u>			<a href="https://louisville.edu/procard/policies/laboratory-chemicals">https://louisville.edu/procard/policies/laboratory-chemicals</a>
<b>LEGAL SERVICES</b>	Contracted legal services	Yes	Yes	<u>PO via PSC</u>		Contact University Counsel and/or Purchasing before acquiring these services.	<a href="https://louisville.edu/counsel">https://louisville.edu/counsel</a>
<b>LICENSE PERMIT FEES</b>	City, state, federal and/or individual licensing	Yes	Yes	<u>ProCard or Payment Request</u>		Please use ProCard unless check is the only accepted form of payment	
<b>LICENSE (SOFTWARE)</b>	Licenses for software programs	Yes	Yes	<u>ProCard</u>		Please purchase via iTech Xpress if available. If a contract is required, a Purchasing Buyer must approve and execute the contract.	
<b>MAIL SERVICES</b>	See also "Postage" Folding, stuffing, labeling, sealing envelopes, etc. Outsourced/3rd Party Mail Service (if approved by Mail Services)	Yes	Yes	<u>Internal Postal Billing</u> <u>ProCard</u>	University Mail Services (provided by Canon)	Canon Services America has an exclusive contract with the University to manage University Mail Services and is the designated provider of these services. You must work with them to use an outside service.	<a href="https://louisville.edu/printandmail">https://louisville.edu/printandmail</a>

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<b>MEALS</b>	<b>Employee Meals:</b> *Business-related meals while traveling *Department Social Activity *Entertaining Official Guests *Faculty/Staff/Alumni Events & Receptions *Student Orientations/Receptions *On Campus Working Meals *Recruitment (Prospective Employee) *University milestone recognition	Yes	Yes	ProCard. Business meals only.		All activities should have a U of L-related business purpose. Meetings should have a planned with a defined, strategic business objective. Whenever possible, meetings should be conducted outside normal meal periods. Entertainment meals may not be reimbursed from federally sponsored programs unless the program specifically permits such expenses.	<a href="https://louisville.edu/purchasing/procure-to-pay-guidelines/summary-of-procure-to-pay-changes">https://louisville.edu/purchasing/procure-to-pay-guidelines/summary-of-procure-to-pay-changes</a>
	<b>Employee Spouse Meals</b> *Entertaining Official Guests *Faculty Orientations/Receptions *Recruitment (Prospective Employee)	No	No			Spouse meals shall be paid from discretionary funds, only when authorized by specific policy or approval of the appropriate Dean or Vice President.	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Travel%20Policy.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Travel%20Policy.aspx</a>
<b>MEETING/CONFERENCE ROOM RENTAL</b>	Rental of space for meetings, recruitment efforts, social functions, etc.	Yes	Yes	ProCard or Payment Request		If a contract is required, a Purchasing Buyer must approve and execute the contract.	
<b>MEMORIAL GIFTS</b>	Cash donation In lieu of flowers	No	Yes	Payment Request		Limited to \$100	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Memorial%20Gifts.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Memorial%20Gifts.aspx</a>
<b>OFFICE SUPPLIES</b>	Materials that are consumed within an office during normal business operations	Yes	Yes	ProCard	OfficeMax/OfficeDepot*		<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Business Services/Purchase of Office Supplies.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Business Services/Purchase of Office Supplies.aspx</a>
<b>PARKING FEES</b>	Parking charges paid to outside organizations	Yes	Yes	ProCard			
	Parking fees incurred during business meetings (same-day trips, no overnight stay)	Yes	Yes	ProCard			
	Parking fees incurred during business travel (overnight stay)	Yes	Yes	Travel & Expense			
<b>PERSONAL SERVICES CONTRACT (PSC)</b>	See Consulting/Professional Services/Attorneys						
<b>POSTAGE</b>	UPS Courier Services Departmental mailings Stamps	Yes	Yes	Internal Postal Billing, ProCard, UofL Meter Card, USPS	UofL Mail Services (Canon), UPS	Canon Services America has an exclusive contract with the University to manage University Mail Services and is the designated provider of these services. You must work with them to use an outside service.	<a href="https://louisville.edu/printandmail">https://louisville.edu/printandmail</a>
<b>PROCTORING/NOTE TAKING</b>		Yes	Yes	Payment Request		Any payments to students must be reviewed and approved by Financial Aid if amount is more than \$25.	
<b>PRINTING</b>	Printing, graphic design, business cards, letterhead & envelopes, etc.	Yes	Yes	Printing Work Order	University Print Services (provided by Canon)	Canon Services America has an exclusive contract with the University to manage University Print Services and is the designated provider of these services. You must work with them to use an outside service.	<a href="https://louisville.edu/printandmail">https://louisville.edu/printandmail</a>
<b>RADIOACTIVE AND OTHER HAZARDOUS MATERIAL</b>		Yes	Yes	PO		The University has a Radiation Safety Office to oversee the purchase, use, disposal, and shipment of radioactive material. They are responsible for obtaining the appropriate Commonwealth of Kentucky license(s).	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Business Services/Purchasing - Ordering Radioactive Material.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Business Services/Purchasing - Ordering Radioactive Material.aspx</a>  <a href="https://louisville.edu/dehs/training/shipping-hazardous-materials">https://louisville.edu/dehs/training/shipping-hazardous-materials</a>
<b>RECRUITMENT EXPENSES</b>	See Guest Expenses						
<b>REFUNDS</b>	Payments made to offset an amount that was previously paid to the University by an individual or company - must have been paid previously to be classified as a "refund"	Yes	Yes	Payment Request		Should be charged to the program/account that the original payment was made to	
<b>REFRESHMENTS FOR DEPARTMENT USE</b>	Food and drink items for departmental business purposes (i.e. bottled water, coffee, soda, snacks, etc.)	Yes	Yes	ProCard Stockroom Requisition Form	Aramark Stockroom	For items not in Stockroom, can also use local grocery stores for purchases of these items - ProCard should be used.	
<b>REGISTRATIONS</b>	Departmental and individual (conference, event & meeting)	Yes	Yes	ProCard			

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<b>RELOCATION EXPENSES</b>	Moving allowances provided to new employees moving to Louisville: movement of people, good and house hunting expenses  Expenses Paid Directly to Vendor on behalf of new employee _____  Expenses Reimbursed to the new employee (if prior approval from Purchasing) _____	Yes  _____  _____	Yes  _____  _____	ProCard (Paid only by the Purchasing Department)  Relocation Reimbursement Form	Berger Allied*	All movement of goods for new employees must be processed through the University Purchasing Department. Any exception requests for new employee self moves must be approved by the Purchasing staff. Effective January 1, 2018, the Internal Revenue Service (IRS) treats moving expenses as taxable fringe benefits. All moving expenses, whether provided in-kind or reimbursed directly to the employee, are subject to federal income tax withholding, social security, and Medicare taxes and will be reported in boxes 1, 3, and 5 of the employee's Form W-2.	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Moving%20Expense.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Moving%20Expense.aspx</a>  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Moving%20Expenses.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Moving%20Expenses.aspx</a>  <a href="https://louisville.edu/finance/controller/acctops/forms/relocationreimbursement">https://louisville.edu/finance/controller/acctops/forms/relocationreimbursement</a>
<b>RENTAL CAR</b>	Employees, students, or guests	Yes	Yes	Central Billing Card  Concur	Enterprise/National*	The ProCard can only be used for short-term, same-day CarShare rentals for employees or students.	<a href="https://louisville.edu/finance/controller/acctops/travel/hotelaorental">https://louisville.edu/finance/controller/acctops/travel/hotelaorental</a>  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Vehicle%20Rental.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Vehicle%20Rental.aspx</a>  <a href="https://www.enterprise-carshare.com/us/en/programs/university/louisville.html">https://www.enterprise-carshare.com/us/en/programs/university/louisville.html</a>
<b>RENTAL (SPACE &amp; FACILITIES)</b>	Rental of space for meetings, recruitment efforts, social functions, etc.	Yes	Yes	Procard		If a contract is required, a Purchasing Buyer must approve and execute the contract.	
<b>ROYALTIES</b>		No	Yes	Payment Request		Must go through the Office of Technology Transfer to make these types of payments; typically these payments are made to employees or past employees (unless joint venture with another institution). 1099 required.	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Research/Intellectual%20Property.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Research/Intellectual%20Property.aspx</a>
<b>SIGNAGE</b>	Banners, yard signs, etc.	Yes	Yes	ProCard			
<b>SOFTWARE</b>		Yes	Yes	ProCard or PO if >\$4,500		Please purchase via iTech Xpress if available. If an agreement is required, a Purchasing Buyer must approve and execute the contract.	
<b>STIPENDS</b>	A form of a payment for things such as internships or apprenticeships, etc. distinct from a wage or salary because it does not necessarily represent payment for work performed	Yes	Yes	Payment Request		No payments permitted on PRQ to currently enrolled students unless reviewed and approved by Financial Aid Office. Cannot represent wages or salaries for individuals who should be placed on the University's Payroll system	
<b>STUDENT ACTIVITIES AND EXPENSES</b>	Orientations and Receptions, Department Graduations _____  Travel _____	Yes  _____  _____	Yes  _____  _____	ProCard for payments made directly to vendors  Travel & Expense for student travel reimbursements _____		Please be mindful that any expenses that are paid on behalf of a student or reimbursed to a student must be approved by the Financial Aid Office in advance	<a href="https://louisville.edu/financialaid/uofl-departmental-portal/payment-matrix">https://louisville.edu/financialaid/uofl-departmental-portal/payment-matrix</a>
<b>SUBCONTRACTS (SPONSORED PROGRAMS AND GRANTS)</b>		Yes	No	PO		Work through the Executive Vice President for Research & Innovation Office	
<b>SUBSCRIPTIONS</b>	Departmental and individual	Yes	Yes	ProCard		Magazines, newspapers	
<b>SUBSIDIES/SPONSORSHIPS</b>		No	Yes	Procard			
<b>TEMPORARY HELP</b>		Yes	Yes	ProCard	Delta Direct  Management Registry, Inc.  HR Affiliates	Please work through Human Resources. NOTE: Use of a temporary agency utilizing general funds are subject to any authorization process and/or any budget committee review that may be in place by the University.	<a href="https://louisville.edu/hr/employment/managers/temporary-employment-information-for-departments">https://louisville.edu/hr/employment/managers/temporary-employment-information-for-departments</a>
<b>UTILITIES</b>	Cable/Satellite TV Water Gas Electric Phone	Yes	Yes	ProCard or Payment Request		The University also provides the option for utility companies to debit our bank account for monthly charges. Please work through the Treasury Management department.	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/EFT%20-%20Pre-Authorized%20Debits.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/EFT%20-%20Pre-Authorized%20Debits.aspx</a>  <a href="https://louisville.edu/finance/controller/treasury/mgmt/eftdebitauthform">https://louisville.edu/finance/controller/treasury/mgmt/eftdebitauthform</a>