

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.	https://louisville.edu/finance/controller/acctops/travel
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.	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-alcoholic-beverage-purchases
ALCOHOL (lab grade)	Alcohol for lab use	Yes	Yes	Stockroom Requisition Form	Stockroom*		
APPLIANCES		Yes	Yes	ProCard	Lowe's, Home Depot	Must have Energy Star rating.	https://louisville.edu/sustainability/operations/green-purchasing/#uofl-green-purchasing-policies
AWARDS	Employee awards -Cash _____ -Tangible items _____ Student awards -Cash _____ -Cash equivalent _____ -Tangible items _____ Non-employee awards -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.	https://louisville.edu/financialaid/uofl-departmental-portal/payment-matrix https://louisville.edu/policies/policies-and-procedures/pageholder/pol-prepaid-gift-cards https://louisville.edu/finance/payroll/forms/nocashcomp
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.	https://louisville.edu/procard/policies/alcoholentertainment https://louisville.edu/policies/policies-and-procedures/pageholder/pol-alcoholic-beverage-purchases
CELL PHONES	See PUR-41.00 Cellular/Mobile Device and Service Plan Policy	Yes	Yes	Per Policy		Service reimbursement paid through Payroll. See Policy.	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-cellular-mobile-device-and-service-plan-policy
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.	https://louisville.edu/research/humansubjects/policies/HRPPPolicyManual1.1.2020finallinked.pdf https://louisville.edu/policies/policies-and-procedures/pageholder/pol-prepaid-gift-cards
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 (Order through GoveConnection Inc.) *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.	https://louisville.edu/procard/policies/equipment-purchases https://louisville.edu/sustainability/operations/green-purchasing/#uofl-green-purchasing-policies

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CONTRIBUTIONS/ DONATIONS	Cash Donations	No	Yes	Payment Request		Donation must be paid directly to the organization and approved by the department head.	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-donations
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.	https://louisville.edu/purchasing/pssc
COPYRIGHTS		No	Yes	Payment Request		Must go through the Office of Technology Transfer to make these types of payments	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-intellectual-property-policy-1
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.	https://louisville.edu/mail/resources/ups-campusship
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.	http://louisville.edu/surplus/forms/Procard_purchases
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.	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-taxation-of-professional-exam-fees
FLOWERS	Administrative Professionals Day Classroom Purposes Congratulatory Funeral/illness: Employee & Immediate Family Friends/Donors	No	Yes	ProCard	Nanz and Kraft Belmar Flower Shop	These gifts shall not exceed \$100 and shall be funded from discretionary programs.	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-de-minimis-gifts
FURNITURE	Furniture for classrooms or offices	Yes	Yes	ProCard or PO	Herman Miller Kimball Leland Thompson Office Equipment Co. 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.	http://louisville.edu/purchasing/contracts/commodity/#F%20Commodities
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	WEX	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.	https://louisville.edu/procard/fuelcard https://louisville.edu/policies/policies-and-procedures/pageholder/pol-travel-policy
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.	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-prepaid-gift-cards

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MEALS	Employee Meals: *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.	https://louisville.edu/purchasing/procure-to-pay-guidelines/summary-of-procure-to-pay-changes
	Employee Spouse Meals *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.	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-travel-policy
MEETING/CONFERENCE ROOM RENTAL	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.	
MEMORIAL GIFTS	Cash donation in lieu of flowers	No	Yes	Payment Request		Limited to \$100	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-memorial-gifts
OFFICE SUPPLIES	Materials that are consumed within an office during normal business operations	Yes	Yes	ProCard	*Staples Advantage		https://louisville.edu/policies/policies-and-procedures/pageholder/pol-purchase-of-office-supplies
PARKING FEES	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			
PERSONAL SERVICES CONTRACT (PSC)	See Consulting/Professional Services/Attorneys						
POSTAGE	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.	https://louisville.edu/printandmail
PROCTORING/NOTE TAKING		Yes	Yes	Payment Request		Any payments to students must be reviewed and approved by Financial Aid if amount is more than \$25.	
PRINTING	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.	https://louisville.edu/printandmail
RADIOACTIVE AND OTHER HAZARDOUS MATERIAL		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).	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-ordering-radioactive-material https://louisville.edu/dehs/training
RECRUITMENT EXPENSES	See Guest Expenses						
REFUNDS	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	
REFRESHMENTS FOR DEPARTMENT USE	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.	
REGISTRATIONS	Departmental and individual (conference, event & meeting)	Yes	Yes	ProCard			

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RELOCATION EXPENSES	Moving allowances provided to new employees moving to Louisville: movement of people, goods 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.	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-moving-expenses https://louisville.edu/finance/controller/acctops/forms/relocationreimbursement
RENTAL CAR	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.	https://louisville.edu/finance/controller/acctops/travel/hotelaurentol https://louisville.edu/policies/policies-and-procedures/pageholder/pol-vehicle-rental
RENTAL (SPACE & FACILITIES)	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.	
ROYALTIES		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.	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-intellectual-property-policy-1
SIGNAGE	Banners, yard signs, etc.	Yes	Yes	ProCard			
SOFTWARE		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.	
STIPENDS	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	
STUDENT ACTIVITIES AND EXPENSES	<u>Orientations and Receptions, Department Graduations</u> <u>Travel</u>	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.	https://louisville.edu/financialaid/uofl-departmental-portal/payment-matrix
SUBCONTRACTS (SPONSORED PROGRAMS AND GRANTS)		Yes	No	PO		Work through the Executive Vice President for Research & Innovation Office	
SUBSCRIPTIONS	Departmental and individual	Yes	Yes	ProCard		Magazines, newspapers	
SUBSIDIES/SPONSORSHIPS		No	Yes	Procard			
TEMPORARY HELP		Yes	Yes	ProCard	Vaco, Diskriter, Facilities Management Services, Healthcare Staffing Professionals, HR Affiliates, InGenesis, Ohm Systems, Premier Staffing Source, 22nd Century Technologies	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.	https://louisville.edu/hr/employment/managers/temporary-employment-information-for-departments
UTILITIES	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.	https://louisville.edu/policies/policies-and-procedures/pageholder/pol-efit-2013-pre-authorized-debits https://louisville.edu/finance/controller/treasurygmt/efitdebitauthform