Procurement and Payment to Suppliers without a Purchase Order

Procurement Services authorizes limited authority to faculty and staff employees to acquire certain routine items without the use of a standard Purchase Order (PO)/Purchase Requisition. Procurement authorization is pre-approved but also subject to all requirements of the Procurement Code. Personnel should inquire with the Procurement Office before making any new commitments or when there is uncertainty.

P-cards (procurement cards) are the preferred means of payment for most items. The check request form should be used to pay vendors if all of the following requirements are met:

Requirements:
1. Single Expenditure must be $2,500 or less.
2. Related Expenditures/Payments cannot exceed 5,000 per year. (Example, Quarterly subscription payments, monthly fees)
3. NO requirement for a two-party signed agreement.
4. Expenditure must be one of the following:
   - Admission fees
   - Application fees
   - Conference and exposition fees and expenses
   - Copyright fees
   - Court costs
   - Dues
   - Entry Fees
   - Filing fees
   - Institutional licensure fees
   - Institutional membership fees
   - Interviewing expenses
   - Licensing and registrations
   - Participation fees
   - Reprints and page charges
   - Royalty payments
   - Small Shipping charges, e.g., UPS, FedEx
   - Speaker fees (Note: other policies apply)
   - Software license and maintenance renewals
   - Subscriptions
   - Non-employee travel and student travel (employee - use travel voucher)

Business expense reimbursements are submitted on the check request form if the above requirements are met, subject to the policy. (Reimbursable Business Expense Procedure No. 4-14)

Any purchase not fitting the above requirements must be submitted on a purchase requisition and follow University Procurement Policy.

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