

Procure-To-Pay (P2P) Purchasing / Accounts Payable (AP) Quick Reference Guide

Last Revision 9-9-20

How To Use This Guide

This Quick Reference Guide should be a first read for departments to correctly conduct purchases of goods and services. Use the guide to determine the correct purchase method based on the commodity. Commodities are listed alphabetically in the left column. In the event where procurement card is allowed, it is the preferred method per Business Procedures Manual B-3-2-1.

Be sure to bookmark this document, rather than save a copy locally to your desktop. This document is updated frequently; bookmarking ensures you have access to the latest version and any changes.

Key Points To Remember

Important - Written Agreements / Signature Authority: Any transaction that requires a University signature and/or contains supplier Terms and Conditions (i.e., "fine print") must be reviewed and signed by the Purchasing Division. Departments do not have authority to sign procurement agreements or agree to legal terms and conditions on behalf of the University. Agreements can be sent directly to the Category Specialist responsible for the commodity or email UKPurchasing@uky.edu.

Capital Equipment: Defined as any single item that is \$5,000 or greater and will always utilize the Shopping Cart/Requisition process. Capital equipment purchases must have a 55XXXX GL account assignment.

Independent Contractors: In accordance with IRS regulations and University policy, any transaction for services directly from an individual must follow the Independent Contractor process. The Worker Status Evaluation Form and Scope of Work Form must be completed and signed by Human Resources-Compensation. Shopping Cart/Requisition is the correct purchase method for any Independent Contractor service purchase; attach the completed and signed forms to the Shopping Cart/Requisition.

Reminder: Purchases requiring Shopping Cart/Requisition must be transacted by representatives within the Purchasing Division with suppliers. Departments **do not** have Delegated Authority to directly transact purchases requiring Shopping Cart/Requisition as the method. Be sure to attach the appropriate documentation (e.g., quote, Independent Contractor forms, etc.) to the Shopping Cart/Requisition.

TIPs

A definition/examples column is provided for departments' convenience and to assist in interpreting correct purchases. Examples listed are for reference only and are in no way exhaustive within the commodity.

If you have trouble finding a commodity in the alphabetical listing, try a keyword search using CTRL + F.

If you do not see a commodity that you need to purchase, are unsure what method may be applicable, or have other questions, contact the Purchasing Division for assistance.

Help Resources:

Business Procedures Manual	Business Procedures Manual
Purchasing "How-To-Buy" Guide	Help Guide
Shopping Cart Technical Assistance	SRMHelp@uky.edu
Procurement Card Assistance	Procard@email.uky.edu
General Procurement Inquiries	UKPurchasing@uky.edu

	Procurement Card Purchases Less Than \$5,000	SRM Shopping Cart / ECC Requisition through Purchasing	Payment Request Document (PRD)	Concur Travel	Student Financial Aid	Payroll	Comments	BPM Reference/Revisions or Other Governing Policy and Form Links	Definition / Example(s)
Accreditation Fees	✓		✓						Accreditation fees for specific academic program or area
Ad Placement (One-time or short-term placement of ads via print, radio, TV, billboard, etc.; includes employment advertising)	✓	✓					Purchasing must review and sign any written agreement, regardless of purchase method. Public Relations/Marketing must approve ad copy. Use GL 530139 for all purchases except employment advertising.		Single advertising purchase provided by provider of newspaper, radio, television, billboard, etc. media

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Advertising Services (Long-term placement of ads via print, radio, TV, billboard, etc.)	✓	✓					<p>Purchasing must review and sign any written agreement, regardless of purchase method.</p> <p>Public Relations/Marketing must approve ad copy.</p> <p>Use GL 530139 for all purchases except employment advertising.</p> <p>Contact Purchasing for any purchase that may involve consulting, marketing, or branding services.</p>		Long term or repetitive advertising from a media provider that may be for several months, a year, or more than a year.
Advertising, employment	✓	✓					Use GL 530502 if advertising for employment purposes.		Ad placement related to employment postings
Agricultural Equipment, Supplies and Animals	✓	✓							Purchase of tractors, crop, livestock, etc. equipment or supplies, fertilizer, fencing, agricultural animals, etc.
Aircraft Systems, Unmanned (Drones)							<p>Not allowed on procurement card under any circumstance.</p> <p>Prior to operation please review BPM Section D-2 Unmanned Aircraft Systems.</p> <p>Registration in Event Management System (EMS) required if operated on campus.</p>	<p>BPM or Other Policy References: D-2 Unmanned Aircraft Systems Applicable Website(s): Event Management System</p>	Drone aircraft that may be used for research surveys, videos, etc.
Alcoholic Beverages	✓		✓				<p>Use GL Account 540356. Procurement card may be used; itemized receipt must be provided.</p> <p>All alcohol purchases must comply with discretionary spending policy.</p>	<p>BPM or Other Policy Reference(s): B-3-2 Delegated Procurement Policy for Departments E-7-10 Discretionary Policy</p>	Spirits, wine, beer
Artwork		✓							Prints, sculptures, metalwork, ceramics, glassworks

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Attorneys		✓					Requires Personal Service Contract All purchases 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 patient-related purchases. Use GL 535028 for all patient-related purchases.	BPM or Other Policy Reference(s): B-4 Personal Service Contracts B-4-1 Personal Service Contracts (\$10K or less B-4-2 Personal Service Contracts Applicable Form(s): Personal Service Contract (\$10,000 or greater) Proof of Necessity or Personal Service Contract (\$10,000 or less)	Attorneys or firms or individuals providing legal services
Auctioneer		✓							
Audio / Video Equipment / Supplies	✓	✓					Use SRM e-catalog suppliers as first source		
Audio / Video Services	✓	✓					Includes production of film, movie, web videos, etc. If performed by a company, may use procurement card, as otherwise applicable. If performed by an individual, follow Independent Contractor process outlined within Business Procedures Manual. Use Shopping Cart/Requisition if Independent Contractor.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	Recording of sound or video that may be used for advertising, promotion, instruction, research, etc.
Awards - Employee Cash (or cash equivalent) - make new column for payroll and put check						✓	Refer to BPM E-7-12 Employee Awards	BPM or Other Policy Reference(s): E-7-12 Employee Awards	Service awards or related incentives provided to employees.
Awards - Employees, Non-Cash (excludes cash equivalent items, e.g., gift cards)	✓		✓				Refer to BPM E-7-12 Employee Awards	BPM or Other Policy Reference(s): E-7-12 Employee Awards	Service awards or related incentives provided to employees.
Awards - Students Cash (or cash equivalent, e.g., gift cards)			✓				Fully review comments in BPM E-7-14 Student Payments Must attach completed and signed PBS form.	BPM or Other Policy Reference(s): E-7-14 Student Payments Applicable Form(s): Payments on Behalf of Students	

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Awards - Students, Non-Cash (excludes cash equivalent items, e.g., gift cards)	✓						Fully review comments in BPM E-7-14. Must attach completed and signed PBS form.	BPM or Other Policy Reference(s): E-7-14 Student Payments Applicable Form(s): Payments on Behalf of Students	Contest, academic, scholarships, etc. awards provided to students
Blinds, draperies, other window coverings	✓	✓					Must comply with University Fire Marshal flammability ratings. Contact Purchasing for sourcing information.		Mini-blinds, door blinds, black-out curtains, drapes for windows and doors
Books for departmental use, including reference books, workbooks and handbooks	✓	✓					Academic textbooks should be purchased via the University Bookstore		Academic or reference books, training, fiction, dictionaries, etc.
Building Supplies	✓	✓					PPD areas must use Supply Centers		Lumber, shelving, electrical, plumbing, drywall, etc.
Computers	✓	✓					Hospital areas use E-buy. All other departments and units use SRM Shopping Cart e-catalogs for all Dell, MoreDirect, Office Depot, 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.		Desktops, servers, laptops, tablets, monitors, peripherals, accessories
Catering Services - Off Campus	✓		✓				Must be on approved catering list Use GL Account 540356 for alcohol purchases. Itemized receipt must be provided. When possible, alcohol purchases should be invoiced separately. All alcohol purchases must comply with discretionary spending policy.	BPM or Other Policy Reference(s): E-7-10 Discretionary Policy Applicable Website(s): Catering and Approved Listing	Providers of catered foods and related services for events, etc.

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Catering Services - UK Dining, Spindletop Hall	✓						Use GL Account 540356 for alcohol purchases. Itemized receipt must be provided. When possible, alcohol purchases should be invoiced separately. All alcohol purchases must comply with discretionary spending policy.		Providers of catered foods and related services that are internal to the University
Chemicals	✓	✓							Laboratory chemicals, water treatment, pesticides/herbicides, etc.
Clinics, Doctors/Hospital for services rendered to UK patients when UK is unable to provide service	✓								
Coffee and other refreshments for offices and official University functions	✓							BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	Coffee, tea, snacks, etc.
Collection Services		✓							Firms that pursue collection of monies due to the University from students, patients, etc.
Consulting Services		✓					Must use Personal Service Contract process	BPM or Other Policy Reference(s): B-4 Personal Service Contracts B-4-1 Personal Service Contracts (\$10K or less B-4-2 Personal Service Contracts (Exceeding \$10K) Applicable Form(s): Personal Service Contract (\$10,000 or greater) Proof of Necessity or Personal Service Contract (\$10,000 or less)	Professional services related to improving business processes, financials, organizational improvements, etc.
Contest judges		✓					Follow Independent Contractor process outlined within Business Procedures Manual.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	Individuals who judge academic contests such as debates, computing or engineering competitions, etc.
Communication Services and Devices		✓					Must be approved by Information Technology Services	BPM or Other Policy Reference(s): Q-1-2 Policy for Use of Cell Phones Provided to Employees Q-1-3 How to Obtain Communication Services Applicable Form(s): Cellular Device Request Form	Cell phones, desk phones, pagers, ethernet connections, etc.

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Copyrighted educational materials	✓	✓					If signature required, must be on a Shopping Cart / Requisition		Educational pamphlets direct from the entities who produced them: nutrition, diet, health, medical, academic, technical, etc.
Custom and Tariff Fees	✓	✓							Fees required to export or import goods out of or into the US
Dry Cleaning and Laundry Services	✓	✓							Laundering or other cleaning of medical uniforms, linens, etc.
Dues for Memberships	✓							BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	Dues for a faculty member in professional organization; organizational dues for a specific program
Duplicating Services	✓	✓					Use on-campus Document Service Centers.	Applicable Website(s): Managed Print Services	Production of paper copies either from a file or paper original; related services such as lamination, hole punching, etc.
Editing or Writing Publications or Articles		✓					Follow Independent Contractor process outlined within Business Procedures Manual.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	Services performed by an outside individual to write or edit research articles, media communications, etc.
Entertainment or Amusement		✓					Includes actors, musicians, bands, disc jockeys, etc. Purchasing must review and sign any written agreement. If transacted with individual(s), follow Independent Contractor process outlined within Business Procedures Manual. Events must be previously registered and approved within the University's Event Management System (EMS).	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form Applicable Website(s): Event Management System	Musical, comedy, etc. events for students or the general public; bands, disc jockeys for student events, etc.
Equipment Leases/Rental		✓					Purchasing must review and sign any written agreement.	BPM or Other Policy Reference(s): E-12-1 Capitalization Policy	Lease of construction equipment for a project, rental of chairs and tables for an event, etc.

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Equipment, Repairs, and Service involving no signed contract or no maintenance agreement	✓	✓					If written agreement required, must be on a Shopping Cart / Requisition		One-time repairs to a scientific, office, construction, grounds, etc. equipment.
Event Tickets, Non-Student Groups							Reference University Discretionary Policy guidance and compliance requirements.	BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	
Event Tickets for Student Groups	✓		✓				Reference University Discretionary Policy guidance and compliance requirements.	BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	
Examination Fees	✓	✓							Certification testing, academic testing, etc.
Exhibit Space for Conventions, Conferences, Trade Shows/Meeting space/room	✓	✓					If written agreement required, must be on a Shopping Cart / Requisition		Booth rental for a conference or promotion of program or department
Exhibit Fees	✓	✓					If written agreement required, must be on a Shopping Cart / Requisition		
Express Mail Services (i.e., FedEx, UPS, DHL)	✓								Packages or letters shipped to other destinations
Flowers	✓							BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	
Floor Coverings, Removal and/or installation	✓	✓					For permanent removal or installation of floor coverings (e.g., tile, hardwood, vinyl, etc.) request through PPD work order		Carpet, rugs, vinyl flooring, etc.
Freight and other shipping costs	✓	✓							Shipping costs when they are due for payment apart from the purchase of the actual good; charges only for shipping of items to other destinations.
Furniture		✓					Must comply with University Fire Marshal flammability ratings (requirement is automatically met when utilizing contracted suppliers). Contact Purchasing if needed for additional information.	BPM or Other Policy Reference(s): E-12-1 Capitalization Policy	Cubicles, desks, chairs, filing, tables, large marker boards, etc. (Does not include casework/cabinetry that is permanently attached to buildings.)
Gases, Medical or Scientific	✓	✓							Oxygen, hydrogen, helium, acetylene, etc.
Gasoline card purchases made with Voyager Fleet Card only			✓						Gasoline purchased directly from fueling stations using a Voyager fleet card for payment, if applicable

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Gasoline purchases made for University vehicles or rentals	✓						If a University vehicle, fleet cards are available and should be used.		
Gasoline (Bulk) for use in Physical Plant, Agriculture areas, etc.		✓							Gasoline purchased in bulk for on-campus vehicle fueling
Gift Cards							Must be purchased through Western Union program		Gift cards for distribution for meals, promotional, give-a-ways, prizes, research subjects, etc.
Gifts, excluding promotional items	✓						Refer to the Discretionary Expenditure Policy E-7-10. Retirement gifts are allowed on procurement card.	BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	Gifts for official visitors, speakers, retiring or departing staff
Golf carts and similar unlicensed utility vehicles		✓					Must follow all requirements per D-1-3 Golf Carts and Utility Vehicles	BPM or Other Policy Reference(s): D-1-3 Golf Carts and Utility Vehicles	Golf carts, utility carts, small campus vehicles
Government Fees	✓		✓						State license fees, document fees, tax or lien fees
Graphic Design		✓					Any graphic design related to printing must be transacted through the contract printers. Other graphic design is subject to Personal Service Contract process. Must be approved through Public Relations/Marketing		Visualizations or illustrations used in any type of visual media (print, web design, etc.)
Guest Expenses, e.g., Hosting Official Guest of the University	✓		✓					BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	Guest meals, parking fees, hotel, travel, baggage
Guns, ammunition, dynamite, or any other explosive materials		✓							
Hazardous &/or Radioactive Materials		✓					Approval required by Environmental Health & Safety Officer	BPM or Other Policy Reference(s): Environment Health and Safety	Isotopes, medical waste, chemicals
Honoraria		✓					Follow Independent Contractor process outlined within Business Procedures Manual. Must process through Human Resources for payments greater than \$2,000 excluding travel.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	Payments made to speakers or guest lecturers that are unsolicited

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Insurance - Employee Health						✓	UK Employee Health Insurance processed via Payroll. Further questions should be presented to Human Resources.		
Insurance - International Travel							<p>To ensure coverage under UK's international insurance plan, all University travel outside of the United States and to the U.S. territories as defined in IRS Publication 570 should be registered on the International Travel Registry. For further guidance contact the Director of International Health, Safety, & Security.</p> <p>A University Employee is automatically insured for this coverage. Student employees are charged on their Student Account statement.</p> <p>Contact the International Center for further questions or special scenarios.</p>	<p>BPM or Other Policy Reference(s): E-5-1 Reimbursement of Travel Expenses</p> <p>Applicable Website(s): Insurance Coverage Abroad</p>	Insurance Coverage for Faculty, Staff, and Students when traveling abroad
Insurance - Liability	✓		✓				<p>Procurement Card may be used for payment of:</p> <ol style="list-style-type: none"> "Excess" Accident Medical Insurance for (1a) UK Students partaking in Alternative Service Break work/summer camps (within the U.S.), or (1b) Non-UK Students (minors) attending camps on UK campus; Doctors without Borders Insurance. <p>Contact Risk Management for guidance on ALL other Liability Insurance Payments.</p>		Liability Insurance includes: General, Auto, Professional, etc.
Insurance - Health Plan for International Students							Not allowable from UK Funds - Visiting scholars shall be responsible for all premiums.	<p>BPM or Other Policy Reference(s): Administrative Regulation (AR) 5:1</p>	Health Insurance for visiting scholars, etc.

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Interviewers		✓					Follow Independent Contractor process outlined within Business Procedures Manual.	<p>BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor</p> <p>Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form</p>	Individuals performing interviews for media, research, patient care, etc.
Internal Payments to University Departments									Per Business Procedural Manual E-4: Journal Vouchers (JVs) should be processed for posting charges for goods or services rendered by one department for another University department when a satellite billing system is not used. These should not be purchased via Procurement Card
Interpreters		✓					Follow Independent Contractor process outlined within Business Procedures Manual.	<p>BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor</p> <p>Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form</p>	Individuals performing language interpretation for patient care, campus visitors, students, etc.
Inventory Items (Hospital, Supply Center, CNS)		✓							Stock materials ordered and maintained specifically for patient care, Supply Center, IT, etc. and warehoused for distribution into usage.
Kentucky Medical Services Foundation (KMSF) Payment	✓		✓						Payments for medical care to the University's clinical affiliate
Janitorial Items							UK Supply Center (Store) provides all janitorial items for the University. Contact the Supply Center for items or questions.	<p>Applicable Website(s): UK Supply Center</p>	Cleaners, mops, disinfectant, soap, towels, tissue, etc.

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Laboratory Equipment, Supplies, Analyses, and Related Services	✓	✓					<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>		Centrifuges, ovens, microscopes, shakers, autoclaves, beakers, lab scissors and spatulas, glassware, pipets, lab analysis performed by outside vendors or other third party provider or partner
Leased items		✓						BPM or Other Policy Reference(s): E-12-1 Capitalization Policy	Capital leases for large IT or medical equipment, agricultural tractors and equipment
Legal Services		✓					<p>All purchases 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>	BPM or Other Policy Reference(s): B-4 Personal Service Contracts B-4-1 Personal Service Contracts (\$10K or less B-4-2 Personal Service Contracts (Exceeding \$10K) Applicable Form(s): Personal Service Contract (\$10,000 or greater) Proof of Necessity or Personal Service Contract (\$10,000 or less)	Attorneys, paralegals
Library Books, Periodicals, Pamphlets, Subscriptions - Electronic Only		✓					Purchasing must review and sign any written agreement.		Books, magazines, scientific journals, publications, subscriptions specific to the University's library system

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Licenses or Certifications, Skilled Trades	✓		✓				Refer to E-7-10 Discretionary Expenditure Policy	BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	Plumber or electrician license, Commercial Driver (CDL), medical resident license
Mailing Lists	✓	✓							Listings of persons with address or email information for solicitations, research projects, marketing, etc.
Maintenance Contracts		✓					Purchasing must review and sign any written agreement.		Term agreements for providers of maintenance to scientific, medical, IT, technical, etc. equipment including preventative maintenance.
Managed Print Services	✓	✓					Ricoh-USA is exclusive provider. Applies to all equipment or services that involve digital impressions (copiers, scanners, faxes, printers, multi-function machines).		Provision of multi-function devices for printing, copying, faxing, scanning directly within departments and are paid based on per-click usage
Meals - Except employee meals while in travel status	✓						Refer to E-7-10 Discretionary Expenditure Policy	BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	Meals for meetings, interviews, doctoral or scholar candidates
Medical Supplies Patient-Related with Cost Centers (1058XXXXXX) and (1061XXXXXX) and (107XXXXXX)		✓							Patient care items for use in the University's hospital and clinical areas
Medical services rendered to patients, students, when UK Hospital/clinics are unable to provide the services	✓		✓				Refer to BPM B-3-2-2 Payment Request Document	BPM or Other Policy Reference(s): B-3-2-2 Payment Request Document	Medical services purchased from providers outside the University
Moving Expenses, Employee, i.e., relocation						✓	Refer to BPM E-7-8 Relocation Expenses for Faculty and Staff	BPM or Other Policy Reference(s): E-7-8 Relocation Expenses for Faculty and Staff	Trucking, shipping, moving costs for a new faculty or staff related to relocation
Moving Expenses of University Space	✓	✓					Departments may consider PPD Trucking for pricing and availability		Trucking, shipping, moving costs to move a department's property and items from one location to another
Musical instruments, books, and printed music (non-digital)	✓	✓							Pianos, saxophones, clarinets, sheet music, music textbooks
Office Decorations	✓						Refer to E-7-10 Discretionary Policy	BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	Lamps, artwork, vases, etc. used in a common area
Office Supplies		✓					Use Office Depot campus and healthcare e-catalogs in SRM.		Copy paper, pens, pencils, tape, foot stools, staples, rubber bands, etc.

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Patient Expenses for meals, lodging, etc.	✓		✓						
Personal Services Contracts		✓					Contract and Proof of Necessity Forms must be completed and approved prior to work taking place. Refer to BPM B-4 Personal Service Contracts.	BPM or Other Policy Reference(s): B-4 Personal Service Contracts B-4-1 Personal Service Contracts (\$10K or less B-4-2 Personal Service Contracts (Exceeding \$10K) Applicable Form(s): Personal Service Contract (\$10,000 or greater) Proof of Necessity or Personal Service Contract (\$10,000 or less)	Attorneys, auditing/accounting, collection firms, architect/engineer, consulting firms, executive search firms, insurance adjusters, web design, auctioneers, licensed medical personnel, graphic design not part of contract printing
Photography Companies / Photos	✓	✓							Stock photos, photography services or products provided by a company
Photography performed by individuals		✓					Follow Independent Contractor process outlined within Business Procedures Manual.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	
Postal Charges, including stamps and electronic prepayment by meters	✓	✓							Stamps, metered mail charges
Printing Services (Approved contractors only)	✓	✓					Per KRS statutes and Kentucky Administrative Regulations, no external printing services may be performed by any non-contracted source.	Applicable Website(s): Printing Services	Printed publications performed on offset or digital press, publications, brochures, pamphlets, magazines, books. Includes all stationery - business cards, letterhead, envelopes, etc.
Printers (desktop, etc.) and related digital impression equipment (e.g., production printers, scanners, etc.)		✓						Applicable Website(s): Managed Print Services	

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Promotional Items (Imprinted Goods)	✓	✓					<p>Must use Fermata licensed vendors</p> <p>*Procurement card may ONLY be used with one of the contracted promotional vendors.</p> <p>Use GL 530139 for all purchases.</p> <p>The University Bookstore can also be used as a source.</p>		Imprinted products for giveaway or promotional purposes - T-shirts, pens, mugs, imprinted food preparation items, etc.
Publications, reprints, pages or articles from professional journals	✓	✓							Scientific journal articles, copyrighted (pre-printed) publications that are proprietary to the provider and only available from a single or selected source(s)
Real Estate		✓						BPM or Other Policy Reference(s): Office of Real Property	Purchase, lease, or rental of any real estate property, office space, warehouse space, etc.
Recruitment Expenses (*)	✓	✓					<p>Purchasing must review and sign any written agreement.</p> <p>Use GL 530139 for all purchases except employment advertising.</p> <p>Use GL 530502 if advertising for employment purposes.</p> <p>*Recruitment expense for a single individual may be submitted via PRD.</p> <p>Employees must have an 8XXXXX vendor number for reimbursements</p>	Applicable Form(s): Employee PERNER Form	Expenses related recruitment of individuals for employment candidates, academics, athletics, doctoral candidates, post-doctoral scholars. Could include meals, travel, advertising, etc.
Referees		✓					Follow Independent Contractor process outlined within Business Procedures Manual.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	

	Procurement Card Purchases Less Than \$5,000	SRM Shopping Cart / ECC Requisition through Purchasing	Payment Request Document (PRD)	Concur Travel	Student Financial Aid	Payroll	Comments	BPM Reference/Revisions or Other Governing Policy and Form Links	Definition / Example(s)
Refreshments for Workshops (Not catered)	✓						Standard procurement card can be used at grocery stores. Refer to BPM E-7-10 Discretionary Policy	BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	Snacks, drinks, fruit, appetizers, etc.
Refreshments for Department Use	✓						Standard procurement card can be used at grocery stores. Refer to BPM E-7-10 Discretionary Policy	BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	Snacks, drinks, fruit, appetizers, etc.
Refunds - Students and Patients			✓						
Registration Fees Only - Conferences/Meetings/ Trainings	✓								Registration fees to attend conferences, meetings, trainings, etc. specifically for official events within the formal agenda.
Registration Fees - Conferences/Meetings/ Trainings with optional events			✓						Registration fees to attend conferences, meetings, trainings, etc. for events that are beyond events within the formal agenda.
Reimbursements to Employees		✓					Refer to BPM E-7-5 Payments to US Citizens / US Business Entities 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. Must use the Employee Reimbursement Form	BPM or Other Policy Reference(s): E-7-5 Payments to US Citizens / US Business Entities Applicable Form(s): Employee Reimbursement Form Employee PERNER Form	
Rental of Equipment (Long Term)		✓					Purchasing must review and sign any written agreement.		Rental of construction, scientific, office, etc. equipment for longer than a month

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Rental of Equipment (Short Term)	✓	✓					Procurement Card authorized if no written agreement is required. Purchasing must review and sign any written agreement.		Rental of construction, scientific, office, etc. equipment for a period of days or weeks
Rental of Space		✓					Contact Office of Real Property	BPM or Other Policy Reference(s): Office of Real Property	Rental of office, warehouse, or other physical space
Resale Items	✓	✓							Items purchased by a department that will be resold; typically, these may be imprinted apparel, etc.
Research Subject Payments			✓				Refer to BPM E-9 Compensation to Research Subjects	BPM or Other Policy Reference(s): E-9 Compensation to Research Subjects	
Royalty Payments			✓						Royalty payments for articles, books, authoring of other types, intellectual property, etc.
Scholarships, Fellowship Payments to UK Students					✓		Must be approved by Student Financial Aid Office		
Security Services		✓					If individual(s), follow Independent Contractor process outlined within Business Procedures Manual.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	
Service Calls - (See Equipment, Repairs and Service)	✓	✓					Purchasing must review and sign any written agreement.		One-time repairs to a scientific, office, construction, grounds, etc. equipment.
Software	✓	✓					Procurement Card may be used if no written agreement is involved.	Applicable Form(s): Software Acquisition Form	
Speaker Fees, Visiting or Guest Lecturer		✓					Follow Independent Contractor process outlined within Business Procedures Manual. Should have Event Management System (EMS) ID Number indicated. This is for Fees only, not for guest expenses or meals.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form Applicable Website(s): Event Management System	Speakers or guest lecturers for seminars, public events, etc.

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Sponsorships			✓				Include statement on PRD indicating what items of value are being received by the University in exchange for the sponsorship, i.e., brand recognition, exhibit table, etc.		
Sports Day Camp Instructors		✓					Follow Independent Contractor process outlined within Business Procedures Manual.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	
Stipends and Grants to UK Students - Please refer to BPM for appropriate payment type	✓		✓		✓			BPM or Other Policy Reference(s): E-7-14 Student Payments Applicable Form(s): Payments on Behalf of Students	
Storage, Temporary	✓	✓					If written agreement is required, must be on a Shopping Cart / Requisition		Temporary storage rental with a storage unit or lockers
Students payments/cash disbursements	✓		✓					BPM or Other Policy Reference(s): E-7-14 Student Payments Applicable Form(s): Payments on Behalf of Students	
Student orientation and reception activity expenses	✓	✓					Events must be previously registered and approved within the University's Event Management System (EMS).	Applicable Website(s): Event Management System	
Sub-Awards							Transact only through Office of Sponsored Projects Administration (OSPA)	Applicable Website(s): Office of Sponsored Projects Administration	Entities outside the University who will perform a portion of research scopes of work, typically other universities, non-profits, local organizations, etc. rather than a conventional supplier
Subscriptions to newspapers, magazines and journals for Official University purposes	✓	✓							Newspapers, magazines, journals used for research, library usage, patient waiting areas.
Theater Equipment and Supplies	✓	✓							Props, costumes, theater-specific media or projection equipment

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Training Supplies, Equipment, and Services Performed by <u>Companies</u>	✓	✓							Training activities by outside companies, prototype equipment, etc.
Training Services Performed by <u>Individuals</u>		✓					Follow Independent Contractor process outlined within Business Procedures Manual.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	Training services provided specifically by a one or more individuals. Training is conveyance of knowledge; excludes any type of formal consulting services.
Transcription services provided by individuals		✓					Follow Independent Contractor process outlined within Business Procedures Manual.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	Transcription provided by individuals for use in patient care areas, research projects, media, article formation, etc.
Translators		✓					Follow Independent Contractor process outlined within Business Procedures Manual.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	Translation provided by individuals for use in patient care areas, research projects, media, article formation, etc.
Transportation Services (Chartered Buses, Taxi, Aircraft, Watercraft, etc.)	✓	✓					Purchasing must review any written agreement and insurance requirements		Tour buses, taxi/Uber/Lyft if purchased apart from travel, aircraft or helicopter charters, boating, etc.
Travel Services / Employee Travel-Related Reimbursements				✓				BPM or Other Policy Reference(s): E-5-1 Reimbursement of Travel Expenses E-5-2 Travel Advances and Repayments	Travel expenses incurred by faculty of staff for official University travel. Lodging, meals, transportation, baggage, etc.
Travel - Guest Expenses	✓		✓						Travel expenses incurred by official guests of the University. Lodging, meals, transportation, baggage, etc.
Travel - Students Expenses	✓		✓					BPM or Other Policy Reference(s): E-7-11 Establishment of Student Recognition Awards and Prizes Applicable Form(s): Payments on Behalf of Students	Travel expenses incurred by students of the University on official travel. Lodging, meals, transportation, baggage, etc.
Uniforms	✓	✓							Shirts, pants, lab coats, scrubs, typically these may have imprints or embroidery

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Utility Payments	✓		✓				Note: Utility provider may charge processing fee for acceptance of procurement card.		Gas, electric, water, etc.
Vehicle Maintenance & Repair	✓	✓							Maintenance and repairs to University owned vehicles - cars, trucks, vans, utility trucks, motorcycles, large trucks, etc.
Warehouse Memberships, Retail	✓	✓					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	✓						Departments must have an approval letter from Environmental Health and Safety (EHS) if items are to be purchased on non-discretionary funds.	BPM or Other Policy Reference(s): E-7-10 Discretionary Policy	
Writing, editing, or proofreading of publications or articles		✓					Follow Independent Contractor process outlined within Business Procedures Manual.	BPM or Other Policy Reference(s): E-7-3 Classifying a Worker as Employee or Independent Contractor Applicable Form(s): Independent Contractor Scope of Work Form Worker Status Evaluation Form	Writing, editing or proofreading of articles, publications, media, etc. performed by individuals as part of creation.