

Decision Matrix

Use of Purchasing Card, Purchase Order or Special Request for Check

General Notes:

➔ All contracts or agreements must be approved through Purchasing (if paying by PO) or Risk Management (all other agreements). Departments are not authorized to sign agreements per University Policy FN11 and FNG02

➔ Employees are not authorized to commit the University to a purchase transaction. In situations where an employee has made a commitment without the use of a Purchase Order (where one is required), the transaction may become the obligation of the employee. The Finance Office should be contacted in these situations to determine the appropriate response.

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Obj Code	Good or Service	Purchasing Card	Purchase Order (eBuy+)	SRFC
301	Office Supplies	Yes, but General Stores orders through eBuy (contract pricing and desktop delivery) is highly preferred.	Yes	NO
303	Lab Supplies	Yes, but eBuy should be used for contract pricing. Pcard permitted for items not available through eBuy	Yes.	NO
	Radioactive Materials	NO	Yes - Must be done through a Purchase Order - requires EHS approval.	NO
	Biohazardous Materials (See SY24 for definitions)	NO	Yes - Must be done through a Purchase Order with appropriate IBC approval per SY24	NO
	Animals	NO	Yes - Must be done through a Purchase Order in consultation with ARP (see below)	NO - unless livestock auction for non-research animals. See Object code 740
<p>Special Note : All research animals must be ordered through the Animal Resource Program (ARP) due to the need to have housing, caging supplies and equipment, ready prior to their arrival. In many cases special shipping arrangements must be made and someone must be available to receive animals when they arrive. In some cases such as extremely hot or cold weather we cannot ship animals at all or the shipments are delayed. In addition the ARP veterinarians must address any potential health issues, set up quarantine, and verify IACUC approval. We also require that all live animals arrive at our main receiving facility to avoid the possibility that animals are left on a loading dock somewhere. Even for preserved animals, many are covered by the USDA and require special storage conditions and record keeping, so we need to monitor their purchase. ARP has always processed Standing Purchase Orders at the beginning of each Fiscal Year for the approved vendors from which the majority of research animals are ordered. Any exceptions are done on a regular purchase order. It would not be possible to maintain the kind of control of animal purchases needed if purchase cards or Special Request for Checks (SRFC) were used and faculty members ordered their own animals. There are many regulatory, recordkeeping, bookkeeping issues that preclude the use of SRFC or Purchasing Card for the purchase of research animals. Please see our website for additional information: http://www.research.psu.edu/arp/purchasing/index.html</p>				
304,305, 306, 308	Food, Custodial, Laundry, or Motor Vehicle Supplies	Yes, up to limits	Yes	NO
307	Recreational or Athletic Supplies	Yes, up to limits	Yes	NO
309	Miscellaneous Supplies	Yes, up to limits	Yes	NO

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321, 323	Telecommunication Services/ Cellular Services	Yes, up to limits. Initial service contracts for internet service must be done through Purchasing.	Yes, but only for Initial service for Internet Services and Institutional Agreements	Yes for smart card and Univ. owned individual plans and payment of taxable allowances for cell phones
322	Postage U.P Campus	Use Multimedia & Print Center (M.P.C.) for postage. Postage may be included on a purchase order where it is part of a large agreement or purchase.		
	Postage NON-U.P. Campus	Yes, up to limits	NO	Yes
324, 329	Meeting Expenses	Yes, up to limits	Yes, for large events expected to cost \$10,000 or more. Purchase order provides protection and recourse which may not be available with SRFC. All agreements must be sent to Purchasing Service for review and approval.	Yes, for smaller events (under \$10,000 in costs) or with approved caterers. Any agreements must be sent through Risk Management for approval. Purchase Order is preferred.
325, 332	Group Meals			
335	Conference Meals - Wholesale purchases of meals to be provided to attendees as part of a conference.	Yes, up to limits	Yes - Purchase order preferred. All agreements must be sent to Purchasing Service	No, unless venue will not accept a PO. All agreements must be sent to Risk Management for approval
Any travel object code	Hotels or other Lodging	Yes, up to limits	Yes - for group travel of \$10,000 or more, purchase order provides protection and recourse which may not be available with SRFC. All agreements must be sent to Purchasing Service for review and approval.	Yes, for group travel less than \$10,000 or if a PO will not be accepted. All agreements must be sent to Risk Management for approval.
	Bus/Chartering Rentals for Group Travel	Yes, up to limits and if the following criteria are met: The bus company appears on the list of companies approved by Risk Management: http://www.controller.psu.edu/Divisions/RiskManagement/vendors/buslines/ Any contract with legal terms and conditions has been properly reviewed and approved by someone with the authority to sign contracts on behalf of the University (see Policy FN11).	Yes - for group travel of \$10,000 or more, purchase order provides protection and recourse which may not be available with SRFC. All agreements must be sent to Purchasing Service for review and approval.	Yes, for group travel less than \$10,000 or if a PO will not be accepted. All agreements must be sent to Risk Management for approval.

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	Entertainment Venues such as museums	Yes, up to limits. Cardholder may need to have the MCC code unblocked before the transaction can be processed.	Yes - for group travel of \$10,000 or more, purchase order provides protection and recourse which may not be available with SRFC. All agreements must be sent to Purchasing Service for review and approval.	Yes, for group travel less than \$10,000 or if a PO will not be accepted. All agreements must be sent to Risk Management for approval.
331	Registrations	Yes, up to limits (Preferred method)	NO	Yes
454	Memberships	NO - Unless incidental to transaction see BS14	NO	Yes
453	Moving and Relocation Expense (See HR73 or HR75)	NO	Yes, if Penn State is arranging for moving through contract carrier	Yes, if employee is being reimbursed for moving expenses.
720	Books, Periodicals, Videos, etc	Yes, up to limits.	Yes, but only for very large volume purchases or collections (\$10,000 or more) and Standing Orders for PS Bookstore	Yes.
343	Page Charges	Yes, up to limits	NO	Yes.
352 - 357	Utilities	Yes, up to limits, if have prior permission from Purchasing or Corporate Controller	NO, unless a competitive bid opportunity is available due to deregulation.	Yes.
360, 715	Building Leases	NO	NO	Yes. Must be managed through Real Estate Office in OPP and paid by SRFC
360, 716	Short-Term Facility Rentals (including storage units)	Yes, up to limits, but all agreements must be sent to Risk Management for approval before rental begins.	Yes for any rentals which will total \$10,000 or more over the term of the rental. All agreements must be sent to Purchasing for approval.	Yes, if under \$10,000. All agreements must be sent to Risk Management for approval before renting.
361	Equipment Rental	Yes, up to limits, except for those prohibited (tent rental). Best Event ok on P-card including tent rental due to Master Agreement with Best Event.	Yes - Long-term (greater or equal to one year) rentals must be done through purchasing, as do those with total costs of \$10,000 or more	Yes, if less than one year and totalling less than \$10,000 - but all agreements must be sent to Risk Management for approval prior to renting.
715	Equipment Leases and Lease/Purchase Agreements	NO	Yes	NO

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370,371	Maintenance and Repair	Yes, up to limits	Yes – for standing orders with vendors, large maintenance or repair contracts or maintenance agreements for copiers and faxes.	Yes, for small repairs. Less than \$10,000 only.
Special note: Departments are encouraged to use the Copier Management Program available through Multimedia and Print Center (MPC).				
363	Miscellaneous Fees (accreditation, certifications, licenses)	Yes, up to limits	NO.	Yes.
392	Consulting Fees/Services	NO	Yes – required to use Purchasing for all consulting services	NO
391	Honorarium	NO	NO	Yes. Honorarium payments may not exceed \$1000.
393	Personal/Professional Services (Normally paid via payroll if PSU employee)	NO	Yes, send agreement to Purchasing when P.O. is processed.	Yes, if value of service in total under \$10,000. Agreement must be preapproved by Risk Management.
411	Purchased Services (Normally paid via payroll if PSU employee)	Yes, up to limit	Yes, if value of service is \$10,000 or more or if company is being used.	Yes, if value of service in total under \$10,000 and is being paid to an individual
Special note: University Relations/University Marketing must be in the purchasing approval stream for all videos and TV commercials purchases with internal and external vendors (Policy AD25: Video Productions), in addition to marketing research and the hiring of ad agencies and marketing consultants (Policy AD 61: University Communications). No marketing consultants, marketing research firms, advertising agencies or design firms, and film and video productions companies may be hired without the prior approval of University Relations.				
NOTE: When individuals are being paid for services, use Services Matrix for Individuals for more detailed direction.				
411	Awards - Cash	NO	NO	Yes
398	Royalties	NO	NO	Yes
492	Intellectual Property applications	NO	NO	Yes. Must be routed through Intellectual Property Office.

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403	Tuition and Fees	NO	NO	Yes, for external schools. Payment of Penn State Tuition should be done by JV through the Bursar's Office
407	IT Services Database searches, and other computer usage charged by one department to another, or from an outside source to a PSU department.	Yes, up to limits	Yes, if value of service is \$10,000 or more	Yes, if value of service in total under \$10,000
408, 416	Sub-Contracts	NO	NO	Yes – must be managed through the Office of Sponsored Programs
412	Photographic Services	Yes, if product being purchased. NO if services involved.	Yes, send agreement to Purchasing when P.O. is processed.	Yes, if value of service under \$10,000. Agreement must be preapproved by Risk Management prior to service.
Special note: If services are being provided, follow guidance under Personal/Professional Services or Purchased Services. Can be used on the SRFC with a 1099 purpose.				
414	Printing and Copying e.g. brochures	Yes, UNIV PARK - up to \$250 CAMPUSES - up to cardholder limit	UNIV PARK - NO - Print Portal must be used per Procedure BS2013. CAMPUSES - PO should be used for orders over Pcard Limit.	NO - At UP, Print Portal must be used per Procedure BS2013. Campuses should use PO or Purchasing Card.
447	Non-Employment Advertising	Yes, up to limits	Yes if \$10,000 or more	Yes if under \$10,000
Special note: University Relations must approve the hiring of all advertising or design firms and must receive and approve all advertising agreements per Policy AD08 and AD61. Agreements will then be forwarded to Purchasing and/or Risk Management for final approval.				
458	Promotional Printing including Novelties (Must be PSU Licensee if PSU logo or wording are printed on items)	Yes, up to limits. NOTE: If PSU logo or wording is used, then purchase may only be from an approved Penn State licensee.	Yes. NOTE: If PSU logo or wording is used, Purchasing will assure that the vendor is an approved Penn State licensee. NOTE: All agreements must be sent through Purchasing for approval.	NO

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452, 716	Software	Yes, up to limits, but Computer Store on eBuy preferred.	Yes.	NO
<i>Special note: License agreements must be reviewed by Purchasing if not using Computer Store on eBuy.</i>				
480, 751	Computer Equipment	Yes, up to limits, but Computer Store on eBuy preferred	Yes.	NO
459, 710	Non-Computer Equipment	Yes, up to limits, but eBuy preferred	Yes.	NO
705	Fabrication of Capital Equipment	NO	Yes	NO
740	Livestock	NO	Yes	NO, except for non-research animal auctions, or if PO not accepted by vendor.