PAYMENT REFERENCE GUIDE

Advancing Missouri. University of Missouri System COLUMBIA | KANSAS CITY | ROLLA | ST.LOUIS	One Card	Requisition through Supply Chain	Payment Request (Non-PO Voucher)	Appropriate Office for Signature	Policy Links	Required Documentation/Other Notes
Academic Awards for Students - Stipends, Scholarships, Fellowships, and Awards						See Campus Financial Aid Office for details MU Finanical Aid Office UMKC Financial Aid Office UMSL Financial Aid Office S&T Financial Aid Office.
Advertising - Newspaper, Radio, Television, Billboards, Marketing, etc.	**</= $5000**	**> $5,000**		**Supply Chain**		See notes 2 and 4 at the bottom of the page.
Alcoholic Beverages	**X**				BPM 217 - Incidental Expenses	
Auctions, Public	**X**				PPM 605 - Surplus Property	
Business Meals:	Meals are reimbursable as a business expense when they are part of a meeting or activity including other individuals to discuss University business.				BPM 219 - Travel & Other Business Expenses	
On-Campus - Food Only with no service required (ie. Box lunches, or delivered food)						
MU	**X**					
UMKC	**X**					Exclusive to Sodexo in Student Union and Atterbury Student Success Center. Click HERE for more information.
UMSL	**X**					Exclusive to Sodexo. Click HERE for UMSL Food Permit Application and Information.
S&T	**</= $2,500**	**> $2,500**				Exclusive to Chartwells in the Havener Student Center and Residence Hall dining facilities. Click HERE for more information.

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2 Documents requiring a signature or with Terms and Conditions MUST be submitted to the appropriate office for signature by an authorized University representative PRIOR to acquisition of goods or services. Signatures by an individual department are prohibited.
3. Outside parties performing work or providing services in University facilities or on University property MUST provide evidence of specified insurance coverage PRIOR to the acquisition of the goods or services. Click HERE to review Risk Management Guidelines).
4. When a purchase exceeds $5,000 (the One Card single transaction limit), an ePro requisition is required. When a purchase exceeds $10,000 (the University bidding limit) competitive quotes, formal bidding, or sole source justification is required.
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On-Campus - Food with Catering Services (delivered, set-up, monitored and cleaned up/removed by employees of caterer)						
MU	**X**			**Supply Chain**		See notes 2 and 3 at the bottom of the page.
UMKC	**X**			**Supply Chain**		Exclusive to Sodexo in Student Union and Atterbury Student Success Center. Click HERE for more information.
UMSL	**X**			**Supply Chain**		Exclusive to Sodexo. Click HERE for UMSL Food Permit Application and Information.
S&T	**</= $2,500**	**> $2,500**		**Supply Chain**		Exclusive to Chartwells in the Havener Student Center and Residence Hall dining facilities. Click HERE for more information.
Off-Campus - Business meals, (at a restaurant, hotel, etc.)	**X**					If in Travel Status, Per Diem shall not be claimed if a business meal is paid via One Card.
Off-Campus - Food with Catering Services (delivered, set-up, monitored and cleaned up/removed by employees of caterer)	**X**			**Supply Chain**		See note 2 at the bottom of the page.
Building Rent/Lease Payments for off-campus facilities			**X**	**Business Services**		**MU** - Reference Business Services contract number on voucher. **OTHERS** - Attach copy of lease to voucher with initial payment. Future payments can reference original voucher number or attach copy with each payment.
Cable TV & phone - off campus locations	**X**					If supplier does not accept One Card, pay via Payment Request.
Cellular device purchases and Wireless service plans (includes phone, PDA, and tablets)	**X**				BPM 1205 - Telephones & Communication Devices MU POLICY UMKC POLICY UMSL POLICY S&T POLICY	Each campus has specific policy/regulations regarding cellular devices. Please click on your campus's link to the left.
Commercially Available Desktop Software	**</= $5,000**	**> $5,000**			BPM-1204 Information Technology & Telecommunications Purchases	Departments should check with their IT Pro to determine if requested software is available through an existing University contract.
Computing Equipment	**</= $5,000**	**> $5,000**			BPM 1204 - Information Technology & Telecommunications Purchases UMKC POLICY UMSL POLICY	**MU** - Check with your IT Pro before making a purchase to determine compatability and supportability. **UMKC**- Prohibited. See UMKC Policy **UMSL**- Prohibited. See UMSL Policy **S&T**- Click HERE for more information.

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Consultant Fees (Also see Professional Services)			**X**	**Business Services**		Grant funded consulting agreements should be processed by the appropriate sponsored programs office. Agreements with individuals require Independent Contractor Checklist. Agreements with current employees require Conflict of Interest disclosure. **UMKC and MU -** Contracts must be signed by an Authorized University official if over $500. Creation of creative work/intellectual property/work for hire has no dollar limit. **UMSL and S&T** - ALL Contracts must be signed by an Authorized University Official
Copyright/Publishing Rights			**X**	**Business Services**		**UMSL** - contact the Research Office. **ALL** - For more information about Copyright/Publishing Rights, click HERE.
Customs Brokers fees		**X**				For more information about Customs Brokers fees click HERE.
Dues for Organizational Membership	**X**					Benefit statement required. If supplier does not accept One Card, pay via Payment Request.
Employee Payments - Allowances for Car, Camera, etc,; Awards or Prizes; Incentives and Commissions related to Employment; Relocation Agreements.						Process through Payroll
Employee Reimbursements - Travel, Moving, and Other Business Expense reimbursement						Process through T&E
Equipment Rental	**</= $5000**	**> $5,000**		**Supply Chain**		See notes 2 and 3 at the bottom of the page.
Equipment Repairs	**</= $5000**	**> $5,000**		**Supply Chain**		See notes 2 and 3 at the bottom of the page.
Equipment Maintenance/Service Agreements	**</= $5000**	**> $5,000**		**Supply Chain**		See notes 2 and 3 at the bottom of the page.
Express Mail Services (i.e. FedEx, UPS)	**X**					For contract information click HERE.
Furniture		**X**				For contract information click HERE.

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Floor Covering Removal and/or installation		X				Prior approval from Campus Facilities Operations required.
Gasoline for non-University owned vehicles (ie. rentals) or for gas powered equipment (ie. lawn mowers, etc.)	X					One Card not allowed for gasoline in personal vehicles.
Gasoline for University owned vehicles						Use University issued Fleet Card - unless gas station exists on a campus. One Card is allowed **IF** Fleet Card is not available.
Gift Cards					BPM 220 - Gift Card Policy	Must be purchased through Show Me Shop or Campus Bookstore.
Goods, Tangible & Intangible (If not already listed on this Payment Reference Guide)						Follow Purchasing guidelines based on dollar amount. **Tangible** - You can SEE it and TOUCH it; physical presence. **Intangible** - Unable to be touched, but has a physical substance or intrinsic value.
Honorarium/Speaker Fees			X	**Business Services**		**MU and UMKC** - Contracts must be signed by an Authorized University official if over $500. **UMSL and S&T** - ALL Contracts must be signed by an Authorized University Official.
Intellectual property (ie. Photography services, sound/video recordings, etc)			X	**Business Services**		For more information about Intellectual Property, click HERE.
International Exchange Agreements/ Educational Experiences			X	**Business Services**		
Legal Counsel (includes Immigration Services)			X		CRR 10.070 - Appointed Staff Officers - Section B.5.b.	Prior approval from General Counsel required. Must use PS Account **893800.**
Logo/Licensed items	X	X		**Campus Logo/License Office**	CRR 170.060	Click links below for campus logo information, including list of approved vendors: UM System Standards MU Standards UMKC Standards UMSL Standards S&T Standards For identity standards, see Printing Services below.
Materials/Technology Transfer agreements			X	**Business Services**		**UMSL** - contact the Research Office. **ALL** - For more information about Copyright/Publishing Rights, click HERE.
Meeting Room rentals or Exhibit Space for Conferences, Conventions, Trade Shows (off-campus)			X	**Business Services**		**COLUM** - Reference Business Services contract number on voucher. **OTHERS** - Attach copy of lease to voucher with initial payment. Future payments can reference original voucher number or attach copy with each payment.

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Moving - University property from one department to another (When not using Campus Movers)	**X**					**UMSL -** Must first check with Contracted Moving company **S&T** - Must enter work order request found HERE.
Moving Expenses - Reimburse new employee					BPM 214 - Moving Expenses	Must process using T&E - Form UM 17. Click HERE for form. Click HERE for a list of moving companies.
Moving Expenses - Paying supplier directly for moving new employee	**X**					Must use PS Account **715000.** Click HERE for a list of University contracts.
Pagers and Paging Services						Each campus has their own processes. Click on links below for more information MU Pager Information UMKC Pager Information UMSL Pager Information **S&T** - Contact IT Telecomm at Ext 6330 or the IT Help Desk at Ext. 4357
Performances (Concerts, Comedy Shows, Entertainment, etc)			**X**	**Business Services**		Performance payments of $300 or more may be subject to Missouri 2% Entertainers Tax. Click HERE for more information. **MU AND UMKC -** Contracts must be signed by an Authorized University official if over $500. **UMSL and S&T** - ALL Contracts must be signed by an Authorized University Official.
Postage (United States Postal Service)	**X**					Campus Mail Service is Preferred Provider. At UMSL Postal Service is required.
Printing Services	**</= $5000**	**> $5,000**			CRR 170.060	Campus Printing Services is Preferred Provider. At UMSL Campus Printing Services is required. Click links below for campus logo information, including list of approved vendors: UM System Standards MU Standards UMKC Standards UMSL Standards S&T Standards For campus logo, see Logo/Licensed Items above.
Registration Fees - Conferences/Meetings/ Trainings	**X**					If supplier does not accept One Card, pay via Payment Request.

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Research Subject Payments						Must use PS Account is **750120.** For more information about Research Subject Payments click HERE.
Royalty payments			X			
Sam's Club	X					More information about making purchases at Sam's Club, click HERE.
Services - Professional (see also Consultant Fees) ***Key Characteristic:*** *Special Training in Arts or Science, may require Licensure.* *Do Not entail the delivery of a product as the end result. Examples include - Management Consulting; Financial Auditing; etc.*			X	**Business Services**		Agreements with individuals require Independent Contractor Checklist. Agreements with current employees require Conflict of Interest disclosure. **MU and UMKC** - Contracts must be signed by an Authorized University official if over $500. Creation of creative work/intellectual property/work for hire has no dollar limit. **UMSL and S&T** - ALL Contracts must be signed by an Authorized University Official For more information on Non-PO contracts click HERE. Below are links to individual Contracts Offices: MU Contracts Office UMKC Contracts Office UMSL Contracts Office S&T Contracts Office
Services - Non-Professional or Purchased ***Key Characteristics:*** *Technical; Operating or Management* *Entail the delivery of a product or service as the end result. Examples include: Interpreting or Translation; Lab Testing; Website Design; Janitorial Services; Temporary Employee Services, etc.*		X		**Supply Chain**		Before proceeding, please contact Supply Chain for information on existing contracts or the process for establishing new contracts.
Software Applications (Commercial, Custom Developed or Hosted)		X			BPM-1204 Information Technology & Telecommunications Purchases	IT approval required prior to purchase. Suppliers should complete Purchased Service agreement for Website Design.

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Software/Software Licensing Agreements	**</= $5000**	**> $5,000**			BPM-1204 Information Technology & Telecommunications Purchases	IT approval required prior to purchase. Departments should check with their IT Pro before making a purchase to determine compatability and supportability.
Speaker Fees/Honorarium			**X**	**Business Services**		Grant funded Speaker agreements should be processed by the appropriate sponsored programs office. **MU and UMKC -** Contracts must be signed by an Authorized University official if over $500. **UMSL and S&T** - ALL Contracts must be signed by an Authorized University Official.
Subscriptions - Journals, Publications, Newspapers	**X**					If supplier does not accept One Card, pay via Payment Request
Subscriptions - Electronic/Online Services		**X**		**Supply Chain**	BPM-1204 Information Technology & Telecommunications Purchases	Campus IT approval required prior to purchase.
Transportation Services (Chartered Buses, Aircraft, Watercraft, etc.)		**X**		**Supply Chain**		Select charter service contracts have been approved for payment with One Card. Contact Supply Chain for more information.
Travel Related Expenses (Airline, Car Rental, Hotel)	**X**				One Card policy BPM - 500 Travel	One Card not to be used for per diem meals or incidental expenditures.
Travel Reimbursements - Employee						Process in T&E
Travel Reimbursements - Non-Employee			**X**			Must complete Trip Expense Detail Form. Click HERE for form.
Utilities - off campus locations provided by Outside/External Suppliers	**X**			**Supply Chain**		If supplier does not accept One Card, pay via Payment Request. Terms and conditions for new service require appropriate signature.

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For information or questions, contact Finance Support Center at:

- **UMSYS, UOEXT, & MU:** 882-3201
- **UMKC:** 235-1371
- **UMSL:** 516-5366
- **S&T:** 341-4266 or 877-752-1117 (after hrs)
- **Hospital and Clinics:** 884-1234
- **Toll Free All Campuses:** 877-752-3334