

Ohio University Purchasing Grid

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NOTE: SHIPPING ITEMS TO HOME ADDRESSES IS NOT ALLOWABLE.

Type	Circumstances	Examples	Natural Account	University Funding Source	Foundation Funding Source	Allowable Method of Payment					Policy/Guidance	Comments/ Documentation	Effective Date
						DP Payment	PO Payment	Pcard Payment	Petty Cash Payment	Payroll Payment			
Accounting and Auditing Fees	Annual auditing procedures performed by an outside firm	Fiscal year end audit fees	185000	X	X	X	X				55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	11/9/2009
Accreditation/Certification	Annual university accreditation for programs, labs, or colleges	Annual Accreditation fees for the Council for Accreditation on Counseling and Related Educational Programs, baccalaureate accreditation application fee, program accreditation fee	520000	X	X	X	X	X			03.020		7/21/2009
Advertising	For competitive bids	Advertising for competitive bids in newspapers	971400	X	X	X	X	X			55.012	Not subject to bid limits	11/9/2009
Advertising	For job positions	Advertising for job positions in newspapers, magazines, online, radio, etc.	540000	X	X	X	X	X			55.012	Not permitted on state construction projects for obtaining OU FTEs	11/9/2009
Advertising	Promotional	Pens, shirts, pamphlets, circulars, magazines, etc.	545000	X	X	X	X	X			55.012	Not subject to bid limits	11/9/2009
Aircraft Hangar Fees	Payments for aircraft rental space	Hanger fees for airplanes/aircraft for University-owned aircraft	642000	X	X	X	X	X			55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	11/9/2009
Aircraft Tie-Down Fees	Payments for aircraft parking	Airplane tie-down/parking fees for University-owned aircraft	642000	X	X	X	X	X			55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	11/9/2009
Airline Travel	Ticket charge to go toward frequent flier miles		400000	X	X			X			41.121	Departments may not purchase tickets from a specific airline to take advantage of frequent flier miles if another airline's cost is lower -- please note: from Ohio Ethics Commission opinion	12/30/2010
Airplane/Jet Fuel	Payments for aircraft fuel	Refueling charges for University-owned aircraft	300000	X	X	X	X	X			55.012	-Subject to bid limits: \$25,000 for goods & \$50,000 for services -Preferred use of multiservice card	11/9/2009
Airport Charges	Payments to airports for landing	Landing fees	700000	X	X	X	X	X			55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	11/9/2009
Awards	Employee recognition -- p-cards may not be used to purchase gift cards	Incentive programs designed to increase: Productivity Attendance General employee morale or health	195000 766000	X	X	X	X	X		X	40.011	-See documentation tab. -Item may be taxable. -You must submit an Employee Awards Request.	6/1/2007
Awards	Official Achievement Awards - p-cards may not be used to purchase gift cards	Distinguished Professor Award, Ohio University Outstanding Classified Employee of the Year, Outstanding Administrator Award, etc., Plaques, certificates, other recognition items ¹	765900	X	X	X	X	X				-See documentation tab. -May be taxable.	5/1/2009
Beverages (alcoholic)	Entertaining official university guests		461900		X	X	X	X			41.123	Alcohol acceptable in moderation, not to exceed 2 drinks per person, may not exceed 1 drink per hour -- must be incidental to a meal	12/30/2010
Beverages (alcoholic)	Served at official University events		461900		X	X	X	X			24.001	Unsalted foods must be made available in quantities sufficient for the number of guests	12/30/2010
Beverages (alcoholic)	Part of a conference registration		461900 410000	X	X	X	X	X				May only be paid for if specifically listed on the conference agenda and included in the registration cost. Only the identifiable part of the registration fee that relates to alcohol should be charged to natural account 461900.	6/1/2007

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Beverages (alcoholic)	Conferences offered by the University		461900	X	X	X		X				May only be paid for if specifically listed on the conference agenda and included in the registration cost. You must include the agenda with the billing.	12/30/2010
Beverages (alcoholic)	Used in catering/food preparation		800000	X	X	X	X	X					6/1/2007
Beverages (nonalcoholic)	Employees' daily consumption within office	coffee, water	461900		X	X	X	X			03.016		6/1/2007
Beverages (nonalcoholic)	For common areas	in a lobby/waiting area	461900	X	X	X	X	X					6/1/2007
Beverages (nonalcoholic)	For students		461900	X	X	X	X	X					6/1/2007
Booth or exhibit space reservation		Art exhibit space	545000	X	X	X	X	X			55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
Broadband internet service	Broadband internet service for convenience of employer	Monthly broadband internet service	not allowable										7/21/2009
Cadaver	Donation of cadaver to university	Payment to funeral home for delivery of cadaver	1890000	X	X	X	X				55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	11/9/2009
Cadaver	Payment for purchase of cadaver	Purchase of cadavers as medical supplies	300000	X	X	X	X	X			55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	11/9/2009
Cell phone	including cell phone accessories	cell batteries, car charges, cases, etc.	not allowable								55.075	Not allowed	7/21/2009
Cell phone allowance	Cell phone allowance for convenience of employer	Monthly cell phone expenses	178100							X	55.075		7/21/2009
Cell phone service	Reimbursement of cell phone service charges		not allowable								55.075	Not allowed	7/21/2009
Cell phone usage	Reimbursement for infrequent use	actual extra expenses of business calls made using their own cell phone (i.e., business phone with roaming charges)	557000	X	X	X					55.075		7/21/2009
Certification and Licensing fees	Required certification to perform job duties and the university must have direct benefit	Engineer's license, boiler license, doctor's license, copyrights, notary fees, drug license, royalty fees, vendor's license, operator's license	520000	X	X	X	X	X			03.020	Not subject to bid limits	11/9/2009
Charitable Contributions	Any	Gift to charitable organization	not allowable									Not allowed	9/1/2007
Citizenship Exam	For researchers working for the University		not allowable									Personal in Nature	12/30/2010
Clip charges	providers external to the University	Reading and clip charges	500000	X	X	X	X	X			55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
Commuting charges	Travel expenses for an employee to commute to work	Reimburse/pay for bus pass for a graduate assistant to commute to work	not allowable										11/9/2009
Computer service lines and computer search charges	for University departmental use	Data communications fees, on-line data exchange fees, network fees, internet provider service fees, internet site license fees, satellite feed time fees	500000	X	X	X	X	X			55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
Consultant fee or professional opinion fees	external to Ohio University	Consultant fee or professional opinion fees	184000	X	X	X	X				55.012	-Must be under \$5,000 -Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
Copyright fees		Copyright fees	500000	X	X	X	X	X			55.012		12/9/2009
Cork Fees		Restaurant Charge for opening wine	461900		X	X		X					12/30/2010
Decorations	Dining Services		365900	X	X	X	X	X			42.501	Decorations for official University function. Holiday decorations should be secular in nature.	6/1/2007
Decorations	For University buildings		765900		X	X	X	X			42.501	Decorations must be for public areas.	6/1/2007

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Demurrage	charges for a delay in shipping	Demurrage charges on canisters/cylinders	300000	X	X	X	X	X			55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
Discount Club Memberships		SAM's Club membership; United Airlines Red Carpet Club membership	not allowable										12/9/2009
Donation/Charitable contribution	Only allowed for donation in lieu of flowers in memory of employee, employee's parent, employee's child, employee's spouse, employee's domestic partner, student, or those with a business relationship	Donation in lieu of flowers to organization, not individual.	765900		X	X		X			03.016	\$50 limit for donation in lieu of flowers. Any other donation or charitable contribution prohibited.	7/21/2009
Dry cleaning/laundry		Charges for dry cleaning or laundering of costumes, linens, etc.	600000	X	X	X	X	X			55.012	Does not include charges for dry cleaning of uniforms or other personal items	12/9/2009
Employee Fee Waiver	For attendance at any school with which Ohio University has a reciprocity agreement		251000	X	X	X	X				Educational Benefits website	May be taxable	12/30/2010
External employment services	Fees paid to outside independent businesses for providing labor. Such persons performing the labor are not O.U. Employees but are employees of the outside business.	Fees paid to ATCO, Manpower, Career Connections, etc. for temporary employment	188000	X	X	X	X	X			55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
External employment services for law enforcement and campus security fees	external to Ohio University	Payments for law enforcement/security	181500	X	X	X	X				55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
Film development		Expenses for developing film	300000	X	X	X	X	X			55.012	-Must be under \$5,000 -Subject to bid limits: \$25,000 for goods & \$50,000 for services -Not on grant accounts	12/9/2009
Film for photography		Photography film	300000	X	X	X	X	X			55.012	-Must be under \$5,000 -Subject to bid limits: \$25,000 for goods & \$50,000 for services -Not on grant accounts	12/9/2009
Film supplies	Instructional purposes	Film supplies	320000	X	X	X	X	X			55.012	-Must be under \$5,000 -Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
Flight Insurance	To protect in case of cancelled flight -- foreign flights only	For Foreign Flights only	400000	X	X			X			41.121		12/30/2010
Flowers	Decoration of official entertainment and events		765900		X	X	X	X			03.016		6/1/2007
Flowers	Employees for professional purposes		765900		X	X	X	X			03.016	See documentation tab	6/1/2007

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Flowers	External persons with philanthropic relationships		765900		X	X	X	X			03.016	See documentation tab	6/1/2007
Flowers	Funeral of benefactor		765900		X	X	X	X			03.016	See documentation tab	6/1/2007
Flowers	Funeral of employee or member of employee's immediate family		765900		X	X	X	X			03.016	The definition of <i>immediate family</i> found in OHIO policy 04.030 applies to all employees in relation to condolence flowers.	6/1/2007
Flowers	Funeral of student		765900	X	X	X	X	X	X		03.016	See documentation tab	7/21/2009
Flowers	Funeral of student's family		not allowable								03.016	Not allowed	11/9/2009
Flowers	Hospitalized employee (or similar circumstances including hospice)		765900		X	X	X	X			03.016	See documentation tab	6/1/2007
Flowers	Hospitalized student (or similar circumstances including hospice)		765900		X	X	X	X			03.016	See documentation tab	11/9/2009
Flowers	Retired emeritus professor, former employees		not allowed									not allowed	11/9/2009
Food and beverages	Applies to food and drinks served on the Ohio University campus or at University-sponsored events	Coffee, tea, other non-alcoholic beverages, food	varies	X	X	X	X	X			47.015	Must contact Catering Office in Baker University Center if the cost of catering exceeds \$250	12/30/2010
Fundraising	Necessary expenditures relating to the Foundation's goals		763900		X	X	X	X			03.016		6/1/2007
Gasoline	Fleet Vehicle	Reimbursement for tank of gasoline instead of mileage		X	X							Use Voyager Card provided with Fleet vehicle.	9/1/2007
Gasoline	Personal Vehicle	Reimbursement for tank of gasoline instead of mileage	not allowable									Not allowed	9/1/2007
Gasoline	Rental Vehicle	Reimbursement for tank of gasoline instead of mileage	400000	X	X	X		X			41.121	For rental vehicles while on travel status.	9/1/2007
Gift Cards/Certificates	For Purchasing supplies	Purchase SAMS Club gift card from Wal-Mart for purchasing supplies	not allowable									Not allowed	11/9/2009
Gift Cards/Certificates	Prizes		765900	X	X	X	X					Must be substantiated	11/9/2009
Gift Cards/Certificates	Research Subject Payment	For Research Advances	020009	X	X	X	X				Research Advance Request Form	Through Advance Process	7/21/2009
Gift Cards/Certificates	Research Subject Payment	Substantiated Payments	179000	X	X	X	X				Research Advance Request Form		7/21/2009
Gifts	Going-away		not allowable									Not allowed	6/9/2009

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Accounting and Auditing Fees	Annual auditing procedures performed by an outside firm	Fiscal year end audit fees	185000	X	X	X	X				55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	11/9/2009
Gifts	Persons external to the University who have a business or advancement relationship to the University	P-cards may not be used to purchase gift cards	765900		X	X	X	X			03.016	Must not exceed \$100 per person per calendar year. May be taxable.	6/1/2007
Gifts	Promotional -- p-cards may not be used to purchase gift cards	logo items	545000	X	X	X	X	X				Must not exceed \$100 per person per calendar year. May be taxable.	6/1/2007
Gifts	Retirement -- p-cards may not be used to purchase gift cards	cash, chairs, coverlets	764900	X	X	X	X	X		X		Must not exceed \$400 per person. May be taxable.	6/1/2007
Gifts	Students for graduation -- p-cards may not be used to purchase gift cards		765900		X	X	X	X			03.016	Must not exceed \$100 per person per calendar year. May be taxable.	6/1/2007
Goodwill	Expenditures necessary to create community among alumni		varies		X	X	X	X			03.016	Must not exceed \$100 per person per calendar year. May be taxable.	6/1/2007
Goodwill	Expenditures necessary to create community goodwill		varies		X	X	X	X			03.016	Must not exceed \$100 per person per calendar year. May be taxable.	6/1/2007
Greeting cards	any		765900		X	X	X	X			03.016	Must be a person external to the University with a business relationship.	6/1/2007
Guest Appearance	Payment to any non-employee individual for making a requested guest appearance such as speakers (including "show-up" fees) who do not require payment in return for their appearance.	Non-contractual payments for guest appearances less than or equal to \$1,000	190000	X	X	X						Must be less than or equal to \$1,000 Taxable	7/21/2009
Holiday Gatherings		Refreshments for holiday gatherings including drinks, food, etc.	Not Allowable								Holiday Expenditure Memo		12/30/2010
Honorarium	Payment to any non-employee individual for making a requested guest appearance such as speakers (including "show-up" fees) who do not require payment in return for their appearance.	Non-contractual payments to speakers less than or equal to \$1,000	190000	X	X	X						Must be less than or equal to \$1,000 Taxable	7/21/2009

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Hotel Internet Charges	Reimbursement of internet charges while on business		500000	X	X	X		X					7/21/2009
Hotel Internet Charges	Reimbursement of internet charges while on vacation		not allowable									Not allowed	7/21/2009
Housing Leases	For employees	University Courtyard, other University temporary housing while relocating	Not allowable									Employees must receive a stipend to cover housing costs	12/30/2010
Key Deposits / Reimbursements	For students	Lockers, offices, etc.	Not allowable except for HOUSING								OU Department Key Request & Agreement	Housing is allowed to take apartment deposits that cover damage including keys; FOR ALL OTHER DEPARTMENTS PLEASE USE THE KEY REQUEST FORM -- see link in previous cell	12/30/2010
Temporary Guest Housing	For visiting professors, scholars, etc.		792000	X	X	X						Not taxable per IRS section 119: Business purpose and temporary	12/30/2010
Immunizations		Required immunizations for foreign travel, etc.	not allowable										12/9/2009
Inspection Fees	Fire protection inspection fees	Inspection fees associated with fire safety, elevators, etc.	520000	X	X	X	X	X			55.012	Not subject to bid limits	11/9/2009
Insurance		Insurance fees for an art exhibit	710000	X	X	X	X	X			55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
Interview Meals	Meals for interview candidate (internal and external) with employees	Meals for interview candidate (internal and external) with employees; spouses may be included only if internal and external spouses are present	421000	X	X	X	X	X					12/30/2010
Late Charges	Any	Interest from invoice date if 30 days or older and payment was not made because of Ohio University delinquency	700000	X	X	X					Ohio Revised Code 126.30	Department needs to state reason for delinquency on DP form.	9/1/2007
Legal Settlements	Any	Reimbursement for personal damages	701000	X	X	X				X		Must be initiated by Legal Affairs and approved by the VP of Finance and Administration and Tax Compliance Manager.	9/1/2007
Major Medical, Eye Care, and Life Insurance	Group 3 Employees	Medical insurance, Eye Care insurance, Life insurance, etc.	not allowable								41.010		12/30/2010
Medical exams		Payment for a student athlete medical exam	varies	X	X	X	X	X					12/30/2010
Medical exams		Reimbursement to employee for medical exam fees	not allowable										12/30/2010
Medical services; personal services rendered by physicians, dentists, medical technicians, massage therapists, or physical therapists; blood alcohol tests, or employee drug testing	external to Ohio University	Consultant fee or professional opinion fees	182000	X	X	X	X				55.012	-Must be under \$5,000 to be paid via DP -Subject to bid limits: \$25,000 for goods & \$50,000 for services -Not on grant accounts	12/9/2009
Medicine/Drugs/First Aid Kits	medicine or drugs not purchased by Hudson Health, College of Medicine, Campus Recreation or athletic training	Tylenol, Advil, ibuprofen, aspirin, etc.	not allowable									Directive from Safety and Risk Management: reasons for not allowing OTC ingestible medicines -- (1) No assurance against tampering (2) Medications expire and are not always removed or replaced (3) Allergic reactions are possible	12/30/2010

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Memberships	Discretionary in nature	Individual membership in professional organizations	520000	X	X	X	X	X				03.020	-No reimbursement to individuals will be made Only allowed for: -Renewals -Three years or less -Minimum savings of \$100 (vs. annual membership) -Total cost less than \$5,000	8/20/2009
Memberships and Dues	Social clubs	Country club memberships	Not allowable										Confirmation from President's office 08.03.10	12/30/2010
Memberships and Dues	Civic clubs	Rotary club memberships	520000		X	X	X				X	03.016	Limited to President and sr. admins (Provost, VPs, and Deans). May be taxable.	12/30/2010
Memberships and Dues	Professional organizations	-Accrediting orgs. -College/University associations -Secondary school orgs. -Governmental sponsored groups -Industrial and commercial orgs. -Professional societies -organizations related to work being performed	520000	X	X	X				X		03.020	-No reimbursement to individuals will be made Allowable for initial membership dues to join an organization or Renewals - Membership period must be 3 years or less -Minimum savings of \$100 (vs. annual membership) -Total cost less than \$5,000	6/10/2010
Music Downloads	For University sponsored events	iTunes download for university sponsored event	not allowable											11/9/2009
Memorial Gifts	Only allowed in lieu of flowers in memory of employee, employee's parent, employee's child, employee's spouse, employee's domestic partner, student, or those with a business relationship	Fruit baskets, coverlets, etc. in lieu of flowers	765900		X	X					X	03.016	\$100 limit for tangible item in lieu of flowers. Only allowed one tangible item per occurrence.	12/30/2010
Parking Tickets	External		not allowable									47.001	Not allowed	9/1/2007
Parking Tickets	Internal	Issued from Parking Services	not allowable									47.001	Contact Parking Services for resolution	9/1/2007
Passport Photos	Any		not allowable										Not allowed	9/1/2007
Passports	Only allowable for student athletes traveling abroad for their sport		700000	X	X	X				X				12/30/2010
Passports	Any		not allowable										Not allowed	9/1/2007
Performer, musician, disc jockey, or singer fees; security fees for performances; fireworks display fees; live plant maintenance fees; contest judge fees; art juror for exhibit fees	external to Ohio University	Payments to performer, musicians, disc jockeys, or singer fees; security fees for performances; fireworks display fees; live plant maintenance fees; contest judge fees; art juror for exhibit fees	185900	X	X	X	X					55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
Personal services rendered by attorneys, lawyers, judges, or any member of the legal profession	Payments to individuals in the legal profession external to the university	Payments to attorneys, lawyers, judges, or any member of the legal profession	181000	X	X	X	X					55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services Can only be paid for by Legal Affairs	11/9/2009

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Ping Passes	Departments paying for passes for student groups and other visiting groups	OPIE and Sogeti	520000	X	X	X						Not taxable for non-degree student groups with a business purpose	12/30/2010
President's Office	Expenditures necessary to the fulfillment of duties		varies		X	X	X	X			03.016		6/1/2007
Printing Services	All requests for printing services will be submitted to Printing Resource Center (PRC)	University stationery, letterhead, envelopes, business cards, memo pads,	varies	X	X						55.035		11/9/2009
Professional services	external to Ohio University	stringer charges; piano tuning; catering; lab analysis fees (air samples, etc.); auctioneer services; supervision or hosting of student teachers; hosting a student field experience; web site creation or non-contract maintenance; web site hosting; ticket return account services; custom software development; fingerprint or background check (via web check or other); vehicle registration check; veterinary service; conference management; pest or termite control; exterminator; copy editing; proofreading; interpreter (spoken & sign language); photography; aircraft pilot; conducting informational survey; medical billing service; training services; DNA sequencing	189000	X	X	X	X				55.012	-Must be under \$5,000 to be paid via DP for consultants -Subject to bid limits: \$25,000 for goods & \$50,000 for services -Not on grant accounts	12/9/2009
Professional services	external to Ohio University	Writers for Ohio Review, etc.	189000	X	X	X						If \$'s per page are offered it is not an Honoraria and is considered a professional service	12/30/2010
Professional services rendered by architects or engineers	external to Ohio University	Consultant fee or professional opinion fees	183000	X	X	X	X				55.012	-Must be under \$5,000 -Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
Radiation monitoring film badges		Film badges	300000	X	X	X	X	X			55.012	-Must be under \$5,000 -Subject to bid limits: \$25,000 for goods & \$50,000 for services	12/9/2009
Regalia	Purchase of regalia for graduation		not allowable									Not allowed	9/1/2007
Regalia	Rental of regalia for graduation		765900	X	X	X	X	X				Rental allowable	9/1/2007
Research Subjects Payments	Advances to researchers to pay for human subjects		020009	X	X	X					Research Advance Request Form	Must substantiate advance with names, addresses, and SSNs of individuals advancing funds to in excess of \$100 per study.	7/21/2009
Security Deposits	Housing		not allowable									Not allowed	9/1/2007
Shipping items to home address		Purchase of magazines, books, towels, etc. and shipping to home address	not allowable									Shipping any items to home address is not allowable.	7/21/2009

Please see additional information at the bottom of the grid.

NOTE: Individual department heads may set an internal, departmental policy that is more (but not less) restrictive than a University policy when circumstances dictate but may not violate the letter or spirit of any University policy.

NOTE: All expenditures are expected to be reasonable, to have a direct University business purpose, and to be compatible with and enhance its educational mission.

NOTE: SHIPPING ITEMS TO HOME ADDRESSES IS NOT ALLOWABLE.

Type	Circumstances	Examples	Natural Account	University Funding Source	Foundation Funding Source	Allowable Method of Payment					Policy/Guidance	Comments/ Documentation	Effective Date
						DP Payment	PO Payment	Pcard Payment	Petty Cash Payment	Payroll Payment			
Accounting and Auditing Fees	Annual auditing procedures performed by an outside firm	Fiscal year end audit fees	185000	X	X	X	X				55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	11/9/2009
Show up fees	Payment to any non-employee individual for making a requested guest appearance such as speakers (including "show up" fees) who do not require payment in return for their appearance.	Non-contractual payments as show up fees less than or equal to \$1,000	190000	X	X	X						Must be less than or equal to \$1,000 Taxable	7/21/2009
Social gatherings/Parties	Departmental	Parties recognizing birthdays, anniversaries, etc.	not allowable										12/30/2010
Social gatherings/Parties	Departmental	Infrequent social gatherings not personal in nature	461900		X	X	X	X			03.016		12/30/2010
Social gatherings/Parties	Departmental	Retirement	461900		X	X	X	X			03.016	Must be infrequent. May include families.	6/1/2007
Social gatherings/Parties	Going-away		not allowable										11/9/2009
Space Heaters	All requests for purchase of space heaters must be submitted to Facilities Management	Departments may not purchase space heaters -- if you have a heating issue please contact Facilities Management	300000	X	X	X	X	X			44.105	Only Facilities Management may purchase space heaters	4/1/2011
Speeding Tickets			not allowable									Not allowed	9/1/2007
Sponsorship	Funds to support a registered student organization with the Bursar	Sponsorship/Funding to a student organization	796000	X	X	X						Must be a registered student organization	7/21/2009
Student Payments	Various	See Student Payment Release Form									Student Payments	Click on Student Payment Release Form and click on appropriate tab	7/21/2009
Subscriptions	Greater than one year	Professional periodicals	500000	X	X	X	X	X				-Must be delivered to an OU address -No reimbursements to individuals will be made Only allowed for: -Renewals -Three years or less -Minimum savings of \$100 (vs. annual subscriptions) -Total cost less than \$5,000	9/1/2007
Subscriptions	One year or less	Professional periodicals	500000	X	X	X	X	X				-Must be delivered to an OU address -No reimbursements to individuals will be made	9/1/2007
Supplies for official entertainment or business meetings		Napkins, paper towels, cups, spoons, forks, plates, etc.	461000 or 461900	X	X	X	X	X					12/30/2010
Tickets	Athletic Events		461900		X	X	X	X			03.016	-Must be for entertainment of individuals with a business or philanthropic relationship. -See Documentation tab for substantiation requirements. -May be taxable.	6/1/2007

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Accounting and Auditing Fees	Annual auditing procedures performed by an outside firm	Fiscal year end audit fees	185000	X	X	X	X				55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	11/9/2009
Tickets	Part of an infrequent departmental social gathering with family		461900		X	X	X	X			03.016	May be taxable	12/1/2009
Tickets	Performance	Event at Templeton-Blackburn Alumni Memorial Auditorium	461900		X	X	X	X			03.016	-Must be for entertainment of individuals with a business or philanthropic relationship. -See Documentation tab for substantiation requirements. -May be taxable.	11/9/2009
Tickets	Season Tickets		461900		X	X	X	X			03.016	-For University events for Academic and Executive Officers and their spouses. -See Documentation tab for substantiation requirements. -May be taxable.	6/1/2007
Tickets	Social Events	Alumni Gala	461900		X	X	X	X			03.016	-Must be for entertainment of individuals with a business or philanthropic relationship. -See Documentation tab for substantiation requirements. -May be taxable.	11/9/2009
Towing	Personal vehicle		not allowed								47.001	-See Documentation tab for substantiation requirements.	9/1/2007
Towing Charges	External	Moving University Vehicles for lot closure	not allowable -- Except for Parking Services								47.001		12/30/2010
Travel and Entertainment	For spouses - no demonstrated business purpose		400000		X	X	X	X			03.016	-May be taxable.	6/1/2007
Travel and Entertainment	For spouses - with demonstrated business purpose		400000	X	X	X	X	X			41.121	Requires prior approval.	6/1/2007
Visas	For employees working abroad	Foreign travel for conferences and research	700000	X	X	X	X	X				May be taxable	12/1/2009
Visas	For employees working at the University	Application for permanent resident status-reimbursed to the employee	not allowable									Not allowed	7/21/2009
Visas	For employees working at the University	H1-required to pay directly to the federal government	702000	X	X	X	X					Must go through International Student & Faculty Services	7/21/2009
Visas	For foreigners coming to the University		700000	X	X	X	X	X				Please check with International Student and Faculty Services.	9/1/2007
Waterless disinfectant hand wash, tissues	For use in a University Common Area only		300000	X	X	X	X	X					12/30/2010

Notes:

For grants and contracts, please refer to each individual grant or contract for allowable expenditures.

Listed below are various policies that relate to purchasing of goods or services (note: this is not an exhaustive listing of applicable policies):

[03.016: Foundation Expenditures](#)

[03.020: Payment of Memberships and Dues in Selected Organizations](#)

[24.001: Alcoholic Beverages on University Proper and in Fraternity and Sorority Houses](#)

[40.011: Employee Recognition Award](#)

[41.010: Administrative Contract Employees Benefits Policy](#)

[41.121: Reimbursement for Official Travel and Entertainment](#)

[41.123: Entertaining Official Guests](#)

[42.501: Decorations in University Buildings](#)

[44.105: Fire Emergencies](#)

[47.015: Catering](#)

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						DP Payment	PO Payment	Pcard Payment	Petty Cash Payment	Payroll Payment			
Accounting and Auditing Fees	Annual auditing procedures performed by an outside firm	Fiscal year end audit fees	185000	X	X	X	X				55.012	Subject to bid limits: \$25,000 for goods & \$50,000 for services	11/9/2009

[55.003: Purchasing Authority: Vendor Selection, Personal Purchases, Land and Building Acquisition, Conflict-of-Interest](#)

[55.012: Purchasing - Direct Payment](#)

[55.035: Purchasing - Printing Procurement](#)

[55.075: Cell Phones](#)

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