Addendum B

PURCHASING METHOD - DECISION MATRIX	ATRIX			
January 1, 2008	100			
A Purchase Order is required for single transactions > \$1,000.00 with the following exceptions:	actions > \$1,00	0.00 with the folk	wing exceptions:	
1) Travel Related Charges; i.e. hotels/ airfare				
2) As noted under Accounts Payable "Direct Invoice/ Check Request"	Invoice/ Check	Request"		
	Permitted	Prohjbited,		Accounts Payable
	Purchasing	Purchasing	Purchasing Department	Direct Invoice /
Purchase Category	Card	Card	Requires PO = (*)	Check Request
Accounting Fees		×		×
Advertisements/ Classifieds	×			×
Airline Fares	×			
Alcoholic Beverages	×			
Ammunition		×	× *	
Animals		×	*	
Application Fees	×			×
Art Supplies	×		×	
ATM Cash		×		
* Cross Cultural Exception	×			
Audio Recordings	×		×	
Audio Visual Equipment		×	× *	
Awards	×		×	
Books	×		×	
Bookstore Merchandise: Resale Only	×			×
Bottled Water (Coolers)		×		×
Business Cards (College Press Only)		×		
Capital Expenditures/ Projects	,	×	×	
Carpet		×	×	
Cash Advances		×		
* Cross Cultural Exception	×			
Catering		×		×
Cellular Phones/ Monthly Expenses		×		×
* Consult w/ ITS prior to purchase				
Chemicals		×	*	
Computer Supplies	×		×	
* Consult w/ ITS prior to purchase				
Conference/ Seminar Registration	×		×	X

Permitted Prohibited Account Prohibited Account Accoun	×				
Permitted Prohibited Purchasing Purc		>		;	Guest Lecturers
Permitted Prohibited Purchasing Purc		×		×	Grounds Supplies
Permitted Prohibited Purchasing Purc	×		×		Gifts/ Contributions
Permitted Prohibited Prohibited Prohibited Prochasing Permitted Prochasing Permitted Purchasing Purchasing Permitted Not Permitted Purchasing Purc				×	
Permitted Prohibited Prohibited Prohibited Prochasing Department Card X X X X X X X X X			×		Gasoline
Permitted Prohibited Prohibited Prohibited Purchasing Purc		× *	×		Gas Cylinders & Liquid Nitrogen
Permitted Prohibited Prohibited Purchasing Purc	Not Permitted	Not Permitted	Not Permitted	Not Permitted	Gambling / Lottery Tickets
Permitted Prohibited Prohibited Purchasing Purchasing Department Card X X X X X X X X X		× *	×		Furniture
Permitted Prohibited Prohibited Purchasing Purchasing Purchasing Department Card C	×				Freight Services
Permitted Prohibited Prohibited Purchasing Department National Nat	×			×	Food (Other)
Permitted Prohibited Prohibited Purchasing Purc	×				Food (Dining Services)
Permitted Prohibited Purchasing Purchasing Purchasing Purchasing Department alls X X X X nnts X X X X Y ction Materials X		×	×		Flowers (Gifts)
Permitted Prohibited Purchasing Purchasing Purchasing value Value value	×		×		Fines/ Penalties
Permitted Prohibited Purchasing Purchasing Purchasing Purchasing Department als X X X X nts X X X X Yeferred ction Materials X	×		×		Financial Services
Permitted Prohibited Purchasing Purchasing Purchasing Department Also Card Card Requires PO = (*) als X X X Ints X X		×		×	Film Rentals
Permitted Prohibited Purchasing Purchasing Purchasing Department Card Card Reguires PO = (*) als X X X Ints X X X ction Materials X X X Preferred X X X Preferred X X X Preferred X X X *Responsibility of the Contractor X X X Is X X X Is X X X Is X X X Safety X X X Y X X X Safety X X X Y X X X Y X X X Y X X X Y X X X Y X		× *	×		Fax Machines
Permitted Prohibited Prohibited Purchasing Purchasing Purchasing Purchasing Purchasing Department		× *	×		Explosives
Permitted Prohibited Purchasing Purchasing Purchasing Purchasing Department alls X X X X Ints X X X X X Y Preferred Ints X X X X X X X Y Preferred X		×		×	Exhibit Fees for artwork
Permitted Prohibited Purchasing Purchasing Purchasing Department Card Card Requires PO = {*} alls X X X Ints X X X		×		×	Environmental, Fire Safety
Permitted Prohibited Purchasing Purchasing Purchasing Purchasing Department als X X X X ints X X X X Yereferred ction Materials X X X X* *Responsibility of the Contractor X X X* *Es X X X* Is X X X* X X X* X X X* Is X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X		×		×	Engineering Services
Permitted Prohibited Purchasing Purchasing Purchasing Purchasing Department als X X X X X Y Action X		×		×	Energy Management Services
Permitted Prohibited Purchasing Purchasing Purchasing Purchasing Department als X X X X X Y A Preferred Ints X X X X X Y		×		×	Emergency Repairs
Permitted Prohibited Purchasing Purchasing Purchasing Purchasing Department als X X X X X Y X Y		×		×	Electrical Supplies
Permitted Prohibited Purchasing Purchasing Purchasing Department Als X X X X X Yereferred X X Yereferred X X Yereferred X		×		×	Educational Materials
Permitted Prohibited Purchasing Purchasing Purchasing Department Card Card Card Requires PO = (*) Ints X X Preferred Cition Materials *Responsibility of the Contractor Pes X X X X X X X X X X X X X X X X X X X		×		×	Custodial Supplies
Permitted Prohibited Purchasing Purchasing Purchasing Department Card Card Card Requires PO = (*) als X X X Preferred Ints X X X Preferred Ction Materials *Responsibility of the Contractor Pes X X X X X X X X X X X X X X X X X X X			×		Copiers
Permitted Prohibited Purchasing Purchasing Purchasing Department Als X X X X X Yereferred X X Yereferred X X Yereferred X X Yereferred X	×		×		Coffee Services
Permitted Prohibited Purchasing Purchasing Purchasing Department Card Card Requires PO = (*) als X X X ints X X X ction Materials X X X *Responsibility of the Contractor X X X			×		Controlled Substances
Permitted Prohibited Purchasing Purchasing Purchasing Department Card Card Requires PO = (*) als X X * X Preferred Ints X X orized College Signature Required X X ction Materials X X					* Responsibility of the Contractor
Permitted Prohibited Purchasing Purchasing Purchasing Department Card Card College Signature Required Purchasing Purchasing Department Card X X X* X YPreferred X X X	×		×		Contracted Construction Materials
Permitted Prohibited Purchasing Purchasing Purchasing Department Card Card Requires PO = (*) als X X X Preferred Ints X X					* Authorized College Signature Required
Permitted Prohibited Purchasing Purchasing Department Card Card Requires PO = {*} als x x Preferred Purchasing Purchasing Department X x X Preferred	×	×	×		Contracts/ Agreements
Permitted Prohibited Purchasing Purchasing Department Card Card Requires PO = (*) X X X *	×	x Preferred	×		Consulting Services
Prohibited Purchasing Purchasing Department Card Requires PO = (*)		× *	×		Construction Materials
Prohibited Purchasing Purchasing Department	Check Request	Requires PO = (*)	Card	Card	
Prohibited	Direct Invoice /	Purchasing Department	Purchasing	Purchasing	
	Accounts Pavable		Prohibited	Permitted	

	×		^	
			<	Professional Training Materials
				* Architectural, Construction Mgmt., Surveying, Medical
	×		×	Professional Services
	× *	×		Printing (Messiah Name, Seal, Logo)
	× *	×		Prescription Drugs
	×		×	Postage Stamps
	×		X	Photo Supplies
		×		Personal Use
×			×	Periodicals
×		×		Payments to Individuals
	×		×	Paint & Hardware Supplies
		×		On-Line Auctions (Ebay)
×			×	Newsletters
	Web Orders			* Philips EZ Order
		×		Office Supplies
	× *	×		Moving / Relocation Services
				* Deeds, Legal, Proofreading, Assessment, etc.
×		×		Misc Payments
×			×	Memberships/ Dues
	×		×	Maintenance Supplies
×		×		_oan Payments
×			×	Licenses
×			×	Library Acquisitions (Books, Periodicals, etc.)
×		×		Legal Fees
	*	×		ease Agreements
	×		×	Laboratory Supplies
	×	×		T Maintenance Contracts
	*	×		T Equipment (PC, Printers, Network)
			×	Interlibrary Loans
× /				Insurance Policies
×			×	Hotels
×				Honoraria
Add a sure of the	× *	×		Hazardous Chemicals
1		Card	Card	
-	Purchasing Department	Purchasing	Purchasing	
Accounts Pavable		Prohibited	Permitted	

	Permitted	Prohibited		Accounts Payable
	Purchasing	Purchasing	Purchasing Department	Direct Invoice /
	Card	Card	Requires PO = (*)	Check Request
Publications: On & Off Campus Materials		×	× *	
*Consult Public Relations				
Radioactive Materials		×	× *	
Remodeling Materials		×	*	
Rental Cars	×			x Travel Services
Rental Items	×		×	
Restaurants	×			
Reprints (Library)	×			
Service Contracts		×	*	
Shop Supplies	×		×	
Shredders		×	× *	
Software		×	*	
* Consult w/ ITS prior to purchase				
Subscriptions	×			×
Telephone Equipment & Services	×		×	×
Temporary Help		×		×
Technical Design Services	×		×	
Tobacco Products	Not Permitted	Not Permitted	Not Permitted	Not Permitted
Travel, Entertainment & Related Expenses	×			
Travelers Checks		×		
* Cross Cultural Exception		1		
Travel Expenses (Other)	×			x Travel Reimb.
Uniform/Institutional Work Attire		×	× *	
Utilities (Electrical, CATV, Telephone, etc.)	×			×
Vehicles		×	*	
Videos	×	-	×	
Weapons		Not Authorized	× *	
NOTE: Capital Expenditures/ Projects				
A definition of Capital Expenditures/ Projects is provided in the Business Office "Capital Budget Guidelines"	provided in the B	usiness Office "Ca	apital Budget Guidelines".	
Capital Expenditures refers to Equipment, Furniture, Building or External Renovation Projects	ture, Building or I	xternal Renovation	on Projects	
<\$100,000 including change orders may be approved by a Vice President	roved by a Vice I	resident		
-\$100,000 must be approved by the Fresident				