

Addendum B

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

	Permitted Purchasing Card	Prohibited Purchasing Card	Purchasing Department Requires PO = (*)	Accounts Payable Direct Invoice / Check Request
Construction Materials		X	X *	
Consulting Services		X	X Preferred	X
Contracts/ Agreements		X	X	X
* Authorized College Signature Required				
Contracted Construction Materials				
* Responsibility of the Contractor				
Controlled Substances		X	X *	
Coffee Services		X		X
Copiers		X	X *	
Custodial Supplies	X		X	
Educational Materials	X		X	
Electrical Supplies	X		X	
Emergency Repairs	X		X	
Energy Management Services	X		X	
Engineering Services	X		X	
Environmental, Fire Safety	X		X	
Exhibit Fees for artwork	X		X	
Explosives		X	X *	
Fax Machines		X	X *	
Film Rentals	X		X	
Financial Services		X		X
Fines/ Penalties		X		X
Flowers (Gifts)		X	X	
Food (Dining Services)				X
Food (Other)	X			X
Freight Services				X
Furniture		X	X *	
Gambling / Lottery Tickets	Not Permitted	Not Permitted	Not Permitted	Not Permitted
Gas Cylinders & Liquid Nitrogen		X	X *	
Gasoline		X		
*Exception for Rental Vehicles				
Gifts/ Contributions	X			
Grounds Supplies	X		X	X
Guest Lecturers				X

	Permitted Purchasing Card	Prohibited Purchasing Card	Purchasing Department Requires PO = (*)	Accounts Payable Direct Invoice / Check Request
Hazardous Chemicals		X	X *	
Honoraria				X
Hotels	X			X
Insurance Policies				X
Interlibrary Loans	X			
IT Equipment (PC, Printers, Network)		X	X *	
IT Maintenance Contracts		X	X	
Laboratory Supplies	X		X	
Lease Agreements		X	X *	
Legal Fees		X		X
Library Acquisitions (Books, Periodicals, etc.)	X			X
Licenses	X			X
Loan Payments		X		X
Maintenance Supplies	X		X	
Memberships/Dues	X			X
Misc Payments		X		X
* Deeds, Legal, Proofreading, Assessment, etc.		X	X *	
Moving / Relocation Services		X		
Office Supplies		X		
			Web Orders	
* Phillips EZ Order				
Newsletters	X			X
On-Line Auctions (Ebay)		X		
Paint & Hardware Supplies	X		X	
Payments to Individuals		X		X
Periodicals	X			X
Personal Use		X		
Photo Supplies	X		X	
Postage Stamps	X		X	
Prescription Drugs		X	X *	
Printing (Messiah Name, Seal, Logo)		X	X *	
Professional Services	X		X	
* Architectural, Construction Mgmt., Surveying, Medical				
Professional Training Materials	X		X	

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