

Expenditure Matrix

October 1, 2018

The below matrix provides guidance on the method of acquisition and payment for the goods and services procured on behalf of the University in fulfillment of its mission. Regardless of the method of procurement/payment, all purchases must be made with the best interest of the University as a whole in mind and in compliance with the University's Expenditure (Use of Funds) Guidelines.

Please remember that the University's Preferred/Contracted Vendors must be used where applicable as those vendors have been awarded contracts through a competitive bid process as required by State law. A list of the University's Preferred/Contracted Vendors can be found at:

[http://www.unf.edu/uploadedFiles/anf/purchasing/CURRENT%20Preferred%20Vendor%20Contracts%20FY%202018\(2\).pdf](http://www.unf.edu/uploadedFiles/anf/purchasing/CURRENT%20Preferred%20Vendor%20Contracts%20FY%202018(2).pdf)

No.	Category					Notes
		P-Card	Requisition	Direct Pay	iContract Required	
1	Advertisement	X				For non-employment advertisements, Marketing & Publications approval required unless specifically exempted**
2	Alcohol	X				Must be reimbursed by Foundation; alcohol to be served on campus requires EH&S approval
3	AED's (Automated External Defibrillator)		X			EH&S approval required
4	Ambulance service	X			Yes	Service Agreement required
5	Appliances <\$1,000	X				Housing & Food Services only unless allowed due to department mission
6	Appliances ≥\$1,000		X			Housing & Food Services only unless allowed due to department mission
7	Athletic game booking fees			X		
8	Athletic Team Supplies, <\$5,000/item	X				
9	Athletic Team Supplies, ≥\$5,000/item		X			
10	AudioVisual Equipment/ Supplies (A/V) <\$1,000	X				
11	AudioVisual Equipment/ Supplies (A/V) ≥\$1,000		X			
12	Background screenings	X	X			HR costs must process via Requisition; all other Depts can use Pcard
13	Bus services	X			Yes	Service Agreement required (iContracts) if preferred/contracted vendor not used
14	Business Cards	X				Marketing & Publication approval of logo/colors required unless preferred vendor is used
15	Business Machines (calculators, copiers, fax machines, non-networked scanners, shredders) <\$5,000/item	X				Purchase of copiers outside of Ricoh copier lease program must be approved by Business Services

No.	Category					Notes
		P-Card	Requisition	Direct Pay	iContract Required	
16	Business Machines (calculators, copiers, fax machines, non-networked scanners, shredders) \geq \$5,000/item		X			
17	Cameras & Accessories <\$1,000	X				
18	Cameras & Accessories \geq \$1,000		X			
19	Catering Services- Individual			X	Yes	Service Agreement required through iContracts; on campus catering other than provided by Chartwells or Mayes requires EH&S approval
20	Catering Services- Corporation	X			Yes	Service Agreement required through iContracts; on campus catering other than provided by Chartwells or Mayes requires EH&S approval
21	Cell Phone Services (departmentally held phones)	X				
22	Chemicals	X				Only chemicals on EH&S approved inventory unless otherwise approved by EH&S *
23	Classroom & educational supplies	X				Supplies of a consumable nature
24	Computer hardware & peripherals <\$1,000	X				Excludes desktop and laptop computers, networked printers/scanners, tablets, phones or other portable devices (iPod, MP3); ITS approval required for items such as webcams, small desktop printers and monitors; EH&S approval required for 3D printers
25	Computer hardware & peripherals \geq \$1,000		X			ITS approval required; EH&S approval required for 3D printers
26	Computer supplies	X				Does not include portable items like iPods or MP3 players
27	Consultant- Individual			X	Yes	
28	Consultant- Corporation			X	Yes	
29	Drones		X			EH&S approval required
30	Electrical supplies	X				
31	Entertainer/performer			X	Yes	
32	Equipment < \$1,000	X				Not included: equipment containing integrated lasers or radioactive materials. Guns & ammunition may only be acquired by UPD. Emergency medical equipment requires EH&S approval unless specifically exempted; space heaters and air filtration/purifiers require EH&S approval
33	Equipment \geq \$1,000		X			
34	Equipment repair	X				Service Agreement required if service performed on campus (iContracts)
35	Ergonomic items < \$5,000	X				EH&S approval required
36	Ergonomic items \geq \$5,000		X			EH&S approval required
37	Facilities & grounds supplies	X				Freon purchases limited to 60 pounds (for stores inventory)
38	Food & food products	X				On campus catering other than provided by Chartwells or Mayes requires EH&S approval
39	Furniture < \$1,000	X				Does not include items deemed to be personal (lamps, rugs, accessories, etc...)
40	Furniture \geq \$1,000		X			
41	Freight, postage, express mail, courier service	X				
42	Game/Event management services and supplies	X				May require service agreement routed through iContracts if service involved; logo'd supplies/equipment require Marketing & Publications approval
43	Game/Event officials			X		
44	Gas tank rentals, replacements and service	X				Gases- only gases on EH&S approved inventory unless otherwise approved by EH&S * ; rental of tanks themselves and associated service allowable on card

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		P-Card	Requisition	Direct Pay	iContract Required	
45	Hotel meeting room and/or banquet event orders	X		X	Yes	Agreement routes through iContracts
46	Insecticides	X				Only insecticides on EH&S approved inventory or purchased by licensed applicator* ; ant killers limited to Ortho Orthene or Amdro fire ant killer)
47	Inspection and certification Services/fees			X		
48	Insurance premiums	X		X		EH&S approval required
49	International travel-payments to 3rd party providers	X				Requires approved Travel Authority
50	Lab/research supplies	X				Chemicals, radioisotopes, biological agents require EH&S approval *
51	Lecturer			X	Yes	
52	Letterhead & Envelopes (Business)	X				Marketing & Publication approval of logo/colors required unless preferred vendor is used and/or specifically exempted **
53	Library periodicals & books	X				
54	Maintenance, repair and/or miscellaneous services	X			Yes	Service agreement required for on-campus maintenance, repair or miscellaneous services
55	Maintenance and/or repair supplies	X				
56	Medications, medical supplies & services	X				May require service agreement routed through iContracts
57	Memberships	X				
58	Miscellaneous supplies including items like: flags, 1st aid kits, ID badges, desk/door name plates	X				
59	Movie rentals	X				As required by departmental mission
60	Moving services - departmental moves	X				
61	Moving services/expenses- new employee relocation		X	X		With approval through Employee Moving Expense system; payment to moving vendor processed through Req; reimbursement to employee paid via Direct Pay
62	Musical instruments <\$5,000/item	X				
63	Musical instruments ≥\$5,000/item		X			
64	Musical supplies	X				
65	Non-employee reimbursements/payments			X		See A/P guidelines
66	Office supplies	X				Use of vendor other than Office Depot must be justified on Pcard recon; includes white boards
67	Plant purchase and/or rental for official University functions	X				
68	Photographer			X	Yes	If not using preferred vendor, must route agreement through iContracts
69	Police supplies and accessories <\$5,000/item	X				
70	Police supplies and accessories ≥\$5,000/item		X			
71	Pre-printed materials including books, manuals, pamphlets	X				
72	Printing services (including banner & signs) <\$5,000/order	X				Marketing & Publications approval required unless specifically exempted**
73	Printing services (including banner & signs) ≥\$5,000/order		X			Marketing & Publications approval required unless specifically exempted**

No.	Category					Notes
		P-Card	Requisition	Direct Pay	iContract Required	
74	Promotional items & apparel < \$5,000/order	X				Marketing & Publications approval required unless specifically exempted**
75	Promotional items & apparel ≥ \$5,000/order		X			Marketing & Publications approval required unless specifically exempted**
76	Protective and safety gear	X				As required by position; respiratory protection requires EH&S approval
77	Publication fees			X		Dean's Office approval required
78	Purchases for resale	X				As required by departmental mission and coded as purchases for resale
79	Recreational supplies/equipment	X				As required by departmental mission
80	Registration fees for professional development & training	X				
81	Research participant payments			X		See A/P guidelines
82	Rental of equipment and/or supplies	X				If contract required or on-campus installation service provided by vendor, must route through iContracts for signature; includes tableware, linens, etc.
83	Rental of space	X			Yes	
84	Signage- Wayfinding or Directional	X				Use of contracted vendors only; Campus Planning approval required; construction signage may be paid via direct pay
85	Signs/signage/banners- all other	X				Marketing & Publication approval required for use of logo/UNF colors
86	Social Media Filters	X				Snapchat Filters, etc. Marketing & Publication approval is not required
87	Software & software licenses/subscriptions <\$1,000	X				ITS/PMO approval required; if UNF signature required, must route through iContracts; purchase of apps by PCard limited to CTechs, all others, if allowable, must be purchased by employee and reimbursed via Direct Pay
88	Software & software licenses/subscriptions ≥\$1,000		X			ITS/PMO approval required; if UNF signature required, must route through iContracts
89	Subscriptions	X				
90	Tax remittances			X		As required by local, state, federal jurisdictions
91	Third party payments for international travel	X				Excludes wire transfers (must be paid via direct pay)
92	Training supplies	X				
93	Travel	X				See Travel and PCard policies regarding allowable expenses and approved mechanisms for payment (https://www.unf.edu/controller/travel/Procedures.aspx ; https://www.unf.edu/controller/pcard)
94	Trophies, plaques, name plates	X				
95	Uniforms	X				As required by position and in compliance with department uniform policy and IRS regs; use of UNF logo/colors requires Marketing & Publications approval
96	Utilities	X		X		May be paid by Pcard or Direct Pay
97	Vehicles		X			
98	Vehicle parts/supplies and repairs- UNF owned vehicles	X				Service Agreement required if service performed on campus (iContracts)
99	Warranties	X				On purchase of goods if business case supports and is documented
100	X-Ray, MRI or laser equipment		X			EH&S approval required

Additional Notes:

- For Contracts/Agreements of ≤\$10,000 routed/approved through iContracts, a PO or Encumbrance will only be issued upon vendor requirement or Department request
- Use of UNF logo must be approved by Marketing & Publications; items bearing logos other than UNF's are not allowed
- Safety data sheet require by EH&S (*)
- Specifically exempted (**): purchases made by student related departments like SG Business & Admin, Elections, Exec/Judicial/Legis Branch, Lend-a-Wing pantry, Osprey Productions, Student Clubs including Club Alliance, Intramurals, Spinnaker Media and Greek Life (sororities & fraternities)
- All threshold amounts include cost of the item plus applicable freight and installation costs. If no dollar threshold is referenced for PCard allowable purchases, there is no limitation on dollar amount
- Foundation expenses charged to an UNF PCard must be reimbursed within 5 days. This matrix does **not** address Foundation policies or procedures.
- Items not reflected on matrix as PCard allowable should be assumed **not** allowable on the card. Items not reflected on the matrix may not be an allowable use of University funds. Contact the Controller's Office for guidance. Among other items, please note that cash, cash advances, cash loads, gift cards and greeting cards are not allowable expenses on the PCard.
- Unless otherwise noted, all transaction limits are per item.