

For grants and contracts, please refer to the individual grant or contract for allowable expenditures.											Revised
** Purchase order, travel, and P-Card questions contact Julie Brown x6551											3/18/2014
***Payment Authorization and P-Card questions contact Lisa Stevens x 6554											
If a College credit card is not used for travel, the employee must wait until completion of the trip for reimbursement. EXCEPTION: Airfare must be booked through Kimberly Taylor											
These guidelines are a continuous work in progress. Please let us know if you have any questions,or recommended updates.											
Purchasing Guidelines											
			Funding Source			Payment Method					
Items	Examples	Comments	Fund 11 and 6X	Fund 12	Foundation Expense	Object Code	Purchase Order	Payment Authorization	Purchasing Card	Travel Form	
Accreditation fee			X			8505		X			
Airfare/Airline Tickets		Flight arrangements must be booked through Kimberly Taylor by presenting an approved travel request form	X		X	8201			Payments are made centrally		
Alcohol		Used in entertaining guests of the College, specifically donors and prospective donors			X				X		
Alcohol		When specific to curriculum. Include course number		X		8105		X	X		
Appliances for official staff lounge	Microwave, coffee pot, etc.;	Same items for personnel office and unofficial staff lounge - Not allowed	X			8105	X				
Benefits code		Used by Payroll only				7210					
Beverage (nonalcoholic)	Presidents office	Reception area			X	8105		X	X		
Beverage (nonalcoholic)	Employees' daily consumption within office (coffee, water)	Not allowed									
Building Maintenance			X			8350	X		X		
Business meetings expenses	Meals provided during the meeting	Must provide an agenda	X		X	8203	X	X	X		
Cell phone allowance		Payment made through Payroll using prescribed form				6500					
Certification		If job requirements have changed; one time only reimbursement	X			8505		X			
Charitable contributions		Not allowed				N/A					
Club/Agency Expense						8601		X			
Compensation payments to employees		Paid only through payroll in accordance with HR policies and Union agreements				6500					
Technology purchases	Including, but not limited to, computers, printers, software, accessories, projectors, TV's, AV	Initiated through IT	X	X	X	8802	X				

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Conference registration			X	X	X	8201	X	X	X	X	
Credit/Background checks						8127		X	X		
Discount club memberships		Not allowed				N/A					
Drug Testing						8114		X	X		
Dues/Memberships	Professional organizations	New dues/memberships & renewals Not to exceed one year	X	X	X	8505		X	X		
Entertainment						8202					
Equipment		Cost less than \$5,000 - categorized as a supply	X	X	X	8105	X		X		
Equipment		Cost of \$5,000 or more with a useful life greater than one year	X	X	X	8820	X				
Equipment Rental	Includes a car rental at flight destination		X	X		8427	X		X		
Equipment Repair			X	X		8420	X	X	X		
Flowers	Memorial flowers permitted for Parents/In-laws, Siblings, Spouse/Significant other, children	For all others, departments may take up a collection for that purpose			X	8540		X	X		
Flowers	Graduation	Use for decorations at public events	X			8105					
Food License	Daycare, dining hall, etc		x			8164		x	x		
Food Purchases	Dining Hall		X					X	X		
Food Purchases	Culinary			X				X	X		
Food Purchases	Other	Program/Event related	X		X			X	X		
Furniture		Approval needed by Tammy Eing Ext. 7129	X		X	8105	X				
Gasoline	Personal vehicles	Not allowed - Mileage reimb. via travel form				N/A					
Gasoline/Fuel	College owned vehicles on travel status	Departmental fleet vehicles must fuel up at Fleet	X	X	X	8201			X	X	
Gift Cards		Not allowed unless prior approval obtained from VP Finance				N/A					
Gifts	Birthday, retirement, going-away, etc.	Not allowed; departments may take up a collection for that purpose				N/A					

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Hand Sanitizer, Disinfectant wipes, Tissues		Only allowed for common areas	X		X	8105	X		X	
Holiday gatherings		Not allowed				N/A				
Honorarium	Non-Employee Guest Speaker	Limit of \$100; individual must provide W-9 <a href="http://www.irs.gov/pub/irs-pdf/fw9.pdf">http://www.irs.gov/pub/irs-pdf/fw9.pdf</a>	X	X		8540		X		
Hotel/Lodging	Provide an overnight stay for outsourced instructors	Is it included in lab fees??????		X		8201			X	X
Hotel/Lodging	Employees on travel status	Employee is responsible for any changes to travel arrangements for personnal reasons. Employee is also responsible for no show charges.	X		X	8201			X	X
Immunizations		Not allowed				N/A				
Independent Contractor		Individual/company must provide W-9	X	X	X	6600	X			
Inspection fees	Fire safety, elevators		X			8430		X	X	
Insurance			X			8634		X		
Interview meals			X			8212		X	X	
Items available through an employee owned business		Must be a competitive bidding process in order for items to be purchased by the College	X	X	X	N/A	X			
Job Postings	Ads through newspaper, online agencies, etc.	Initiated through HR PO when required by vendor	X		X	8510	X	X	X	
Late charges		Not allowed				N/A				
Marketing/Public relations	Promotional Material	Approved by Marketing/PR Director	X		X	8105	X		X	
Marketing/Public relations	Promotional Ads	Approved by Marketing/PR Director	X			N/A			X	
Meals/Refreshments		Employee meals are allowable while on travel status. Employee must pay for meal and seek reimbursement of per diem amounts.	X	X	X	8210				X
Medicines/Drug	Tylenol, Advil, Aspirin, etc.	Not allowed				N/A				

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Mileage		Employee must submit a request for a college vehicle. Miles above normal commuting miles will be reimbursed. College vehicle is not available, reimb. rate = \$.45. If a college vehicle is available & you choose to take your personal vehicle reimb. = \$.225	X	X	X	8201				X	
Other Expenses			X		X	8600	X	X	X		
Outsource Teaching		Contracts signed in advance	X	X		6650		X			
Passport Photo		Not allowed				N/A					
Performers, Disc Jockeys, Musicians	For Student Programs		X	X		8105		X			
Phone/Fax		Services added or changed must go through Director of IT				N/A					
Postage/Freight (outbound)		Provided through in-house mail service; shipping items to a home address is not allowed				N/A					
Printed Material	Course outline, handout, etc.	Must be ordered through Ohio University using prescribed order form	X			8105			Payments are made centrally		
Printing		Must be ordered through Ohio University using prescribed order form	X	X	X	8105			Payments are made centrally		
Professional Development	Webinar	Any training held on campus that does not involve travel to another destination	X		X	8237		X	X		
Professional Services	Veterinary service, pest & termite control, interpreter (spoken & sign language), etc.		X	X	X	6600	X				
Professional Services	Architects, Engineers		X		X		X				

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Recertification	CDL, CPA, ect. license renewals	Not allowed if required in job description or a condition of employment				N/A					
Service/Maint. Contracts		New contract	X		X	8430	X		X		
Service/Maint. Contracts		Contract renewal	X		X	8430		X	X		
Social gatherings	Birthday, retirement, etc.	Not allowed				N/A					
Social event tickets					X	8511		X	X		
Student Programming			X		X	8636			X		
Subscriptions	Magazines, newspaper, brochures, etc.	New subscriptions & renewals Not to exceed one year	X		X	8506		X	X		
Supplies	Office supplies; paper; pens; pencils; maintenance supplies; custodial supplies		X	X	X		X		X		
Supplies	Lab; art			X			X		X		
Supplies for official business meetings	Tableware		X		X	8105		X	X		
Temporary Guest Housing			X	X	X	8201		X	X		
Tips/Gratuities		Included in any per diems; if no per diem, limited to meals only and 18%/Business meetings up to 18% allowed	X	X	X	Varies		X	X	X	
Towing	For defensive driving to clear lots; from unauthorized spots	Towing of personal vehicles while on travel status - Not allowed	X			6600		X	X		
Travel	Conference, training, campus to campus/clinical sites	Any training/class held off campus that involves traveling to another destination	X		X	8201		X	X	X	
Uniform rental		can include rugs, shop towels, lab supplies	X	X		8105	X	X	X		
Utilities		Services added or changed must go through Director of Facilities (or IT in the case of telephone service)	X					Payments are made centrally	Payments are made centrally		
Vehicle Maintenance			X			8222	X		X		

[illegible]