

Iowa State University Purchasing Department

**Direct Pay Procurements/Disbursements/Reimbursements**

Iowa State University Purchasing has identified certain procurements and expenditures that do not require a purchase order be processed. These acquisitions can be made for the university by departmental personnel, with the department’s funding approval; using authority delegated by the Purchasing Department. Suitable methods of acquiring these items and completing payment are noted below, along with the [Additional Restrictions/Limitations](#) that apply. Methods may include the p-card or using a payment voucher with appropriate documentation. All other expenditures not listed below must be requested through the Purchasing Department via an on-line purchase requisition and Purchasing will need to authorize the transaction prior to any commitment being made.

**Transactions involving a Conflict of Interest (COI) Vendor require prior approval and must be handled by the Purchasing Department.** Initiate the request to purchase from a conflict of interest vendor by processing a purchase requisition and identifying the nature of the conflict of interest (see [Conflict of Interest](#)).

The following guidelines identify expenditures that may not require a purchase order (P: preferred method):

Description	P-Card	Honorarium ISU Voucher	Other
<b>Advertising/Job Announcements (Newspaper, Journal) &lt;\$5,000</b> (except when a signed agreement is required or payment is made to a <a href="#">Conflict of Interest Vendor</a> )	X (P)	X	Purch Req if signed agreement required. Prior approval and PO issued by Purchasing if COI.
<b>Awards &amp; Prizes</b> (cash, non-ISU employee)		X	
<b>Awards &amp; Prizes</b> (non-cash, non-ISU employee)	X (P)	X	
<b>*Awards &amp; Recognition</b> (cash, ISU employee and related to university employment)			Payroll only
<b>Awards &amp; Recognition</b> (non-cash, ISU employee and related to university employment). Examples include plaques, but <b>not</b> gifts, gift cards or certificates, flowers, etc.	X (P)	X	
<b>Books, Publications, Periodicals, Subscriptions</b> (Except payments made to <a href="#">Conflict of Interest Vendor</a> )	X (P)	X	Books may also be ordered through the University Book Store. Prior approval and PO through Purchasing if COI.
<b>Cell Phone</b> (see <a href="#">policy</a> )			
<b>Employee Reimbursement for Goods &lt;\$500</b> See <a href="#">Restrictions</a> (services cannot be reimbursed)			Employee Reimbursement
<b>Employee Reimbursement for Travel</b> (any amount)			Employee Reimbursement
<b>Entertainers</b> except when any of the following exist: ((1) signed agreement is required (2) payment will be made to a <a href="#">Conflict of Interest Vendor</a> or (3) cost is \$10,000 or more)		X	Purchasing Review for signed agreements and/or >\$10,000 Prior approval and PO through Purchasing if COI.

Iowa State University Purchasing Department

Description	P-Card	Honorarium ISU Voucher	Other
<b>Event Charges:</b> Less than \$10,000 total covering: Table Rentals, Booth Rentals, Electrical/Data Connect Services, Catering or Equipment Rental unless a vendor's written agreement must be signed or the supplier is a <a href="#">Conflict of Interest Vendor</a>	X (P) Up to P-card limits.	X	Purch Req if written agreement required to be reviewed prior to commitment.  Requires prior approval and PO through Purchasing if COI.
<b>Fees:</b> Academic Testing, Events, Accreditations, Entrance Fees, Notary Public Fees, Registration for Workshops, Subscriptions, Visas (Except payments made to a <a href="#">Conflict of Interest Vendor</a> )	X (P)	X	
<b>Funds Transfers</b> between state agencies (non-procurement)		X	
<b>*Honorariums</b> (one-time payment): Guest Speakers, Musicians, Judges, etc. (if not a <a href="#">Conflict of Interest</a> )		X	Prior approval and PO through Purchasing if COI.
<b>Hospitality</b> (see <a href="#">hospitality guidelines</a> )	X		Employee reimbursement <\$500
<b>Interviewee Expenses</b> (see <a href="#">Special Considerations</a> )	X (P)	X	
<b>Memberships</b> , institutional	X (P)	X	
<b>Moving Expenses – Payable to Individual</b> Note: University Household Relocation Contract available through Purchasing (See <a href="#">policy</a> )		X	
<b>Peer Reviews</b>		X	
<b>Petty Cash</b> (see <a href="#">issuance or replenishment</a> )		X	
<b>Postage</b> (utilization of ISU Postal & Parcel is preferred)	X	X	
<b><u>Professional Services Contractual Agreements &lt;\$2,000</u></b> (if not <a href="#">Conflict of Interest</a> )		X	Prior approval and PO through Purchasing if COI or >\$2,000.
<b>Referees/Judges</b> for Athletics Events		X	
<b>Refunds</b>		X	
<b>Registrations</b> , conference	X (P)	X	
<b>Reprints or Page Charges</b>	X (P)	X	
<b>Research/Survey Participants</b> (cash) (see <a href="#">special instructions</a> )		X	
<b>Research/Survey Participants</b> (non-cash) (see <a href="#">special procedures</a> )	X		
<b>Speaker/Guest Lecturer</b> (if not a <a href="#">Conflict of Interest</a> and < 2 week engagement)		X	Prior approval and PO through Purchasing if COI.
<b>Supplies/Incidental Purchases</b> totaling <\$100 <a href="#">see also Restrictions/Limitations</a>	X (P)	X	
<b>Travel Advances for Employees</b>		X	

**Iowa State University Purchasing Department**

Description	P-Card	Honorarium ISU Voucher	Other
<b>Travel Reimbursement</b> (non-employee, unless covered by a <u>Professional Services Contractual Agreement (PSCA)</u> or purchase order)		X	When covered by PSCA and Purchase Order use invoice referencing the order number
<b>Utilities</b> (gas, water, electricity, sewer, telephone not provided by ITS-Telecom Division)		X	

**\*Payments to University employees must be made through Payroll or consult with Purchasing.**

206 (non-university or vending) funds	X	X	
206 (campus organizations) funds	Contact campus org office		Campus Org Voucher or Campus Org P-card

**Any goods or services not specifically stated on this list are to be handled through the Purchasing department.**