

Iowa State University Procurement Services Department

Direct Pay Procurements/Disbursements/Reimbursements

Iowa State University Procurement Services Department 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 Procurement Services 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, up to the cardholder's p-card limit, or using a payment voucher with appropriate documentation. All other expenditures not listed below must be requested through the Procurement Services Department via an on-line purchase requisition and Procurement Services 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 Procurement Services Department. Initiate the request to purchase from a conflict of interest vendor by processing a 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	DV/SDV	Other
Advertising/Job Announcements (Newspaper, Journal) <\$5,000 (except when a signed agreement is required or payment is made to a Conflict of Interest Vendor)	X (P)	X	Requisition if signed agreement required. Prior approval and PO issued by Procurement Services if COI.
Awards & Prizes (cash, non-ISU employee)		X	
Awards & Prizes (non-cash, non-ISU employee)	X (P)	X	
*Awards & Recognition (cash, ISU employee and related to university employment)			Payroll only
Awards & Recognition (non-cash, ISU employee and related to university employment). Examples include plaques, but not gifts, gift cards or certificates, flowers, etc.	X (P)	X	
Books, Publications, Periodicals, Subscriptions (Except payments made to Conflict of Interest Vendor)	X (P)	X	Books may also be ordered through the University Book Store. Prior approval and PO through Procurement Services if COI.
Cell Phone (see policy)			
Employee Reimbursement for Goods <\$500 See Restrictions (services cannot be reimbursed)			Employee Reimbursement
Employee Reimbursement for Travel (any amount)			Employee Reimbursement
Entertainers			Procurement Services must review all agreements And evaluate for insurance

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Description	P-Card	DV/SDV	Other
Event Charges: 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 Conflict of Interest Vendor	X (P)	X	Requisition if written agreement required to be reviewed prior to commitment. Requires prior approval and PO through Procurement Services if COI.
Fees: Academic Testing, Events, Accreditations, Entrance Fees, Notary Public Fees, Registration for Workshops, Subscriptions, Visas (Except payments made to a Conflict of Interest Vendor)	X (P)	X	
Funds Transfers between state agencies (non-procurement)		X	
*Honoraria (one-time payment): Guest Speakers, Musicians, Judges, etc. (if not a Conflict of Interest)		X	Prior approval and PO through Procurement Services if COI.
Hospitality (see hospitality guidelines)	X		Employee reimbursement <\$500
Interviewee Expenses (see Special Considerations)	X (P)	X	
Memberships , institutional	X (P)	X	
Moving Expenses – Payable to Individual (See policy) Note: University Household Relocation Contract available through Procurement Services		X	
Peer Reviews		X	
Petty Cash (see issuance or replenishment)		X	
Postage (utilization of ISU Postal & Parcel is preferred)	X	X	
Professional Services Contractual Agreements <\$2,000 (if not Conflict of Interest)		X	Prior approval and PO through Procurement Services if COI or >\$2,000.
Referees/Judges for Athletics Events		X	
Refunds		X	
Registrations , conference	X (P)	X	
Reprints or Page Charges	X (P)	X	
Research/Survey Participants (cash) (see special instructions)		X	
Research/Survey Participants (non-cash) (see special procedures)	X		
Speaker/Guest Lecturer (if not a Conflict of Interest and < 2 week engagement)		X	Prior approval and PO through Procurement Services if COI.
Supplies/Incidental Purchases totaling <\$100 see also Restrictions/Limitations	X (P)	X	
Travel Advances for Employees		X	

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

***Payments to University employees must be made through Payroll or consult with Procurement Services.**

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 Procurement Services Department.

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Additional Restrictions/Limitations to Delegated Authority, Reimbursement & Direct Pay Disbursement

The following restrictions/limitations apply to the use of the P-Card (delegated authority), reimbursement and direct payment to vendors by using a voucher. Any questions should be directed to the Procurement Services Department.

- **Alcoholic beverages** cannot be charged to any fund account other than agency (206) funds or unrestricted Foundation (497) unless the use is for cooking, research, or course study. Uses for cooking, research or course study need to be reviewed by the Office of Risk Management to assure compliance with alcohol licenses. For additional information, see [Allowability and Appropriateness Manual](#).
- **Animals, laboratory or livestock/animal cages/aquariums** as all live vertebrate animals to be housed and/or used on main and south campuses must be approved by the Institutional Animal Care and Use Committee (IACUC), assigned a log number and purchased through Laboratory Animal Resources (LAR).
- **Artwork** for individual offices, as this is viewed as personal and is not to be paid by university funds. Artwork for public spaces is allowable.
- **Automatic Electronic Defibrillators (AEDs)** as the university has standardized on a specific type and AED's require proper installation and training (see [AED policy](#)).
- **Computers, laptops, ipads and tablets** or components to assemble as a CPU. These items are available under university contract through TechCYte at the University Bookstore or CyBuy.
- **Construction services or repairs to facilities** as all modifications to buildings must be authorized through FP&M.
- **Controlled substances** as documentation and control issues require tracking of orders, Drug Enforcement Administration (DEA) number.
- **Cylinder gases & liquid nitrogen** as these are available through Chemistry Stores.
- **Data networking equipment/switches/routers/hubs/wireless access points** and any device that plugs into the data network (see [wireless policy](#)).
- **Drones/Unmanned Aerial Vehicles (UAVs)** See the Policy Library for information on purchasing Unmanned Aerial Vehicles: <http://www.policy.iastate.edu/news/unmanned-aircraft-systems-uas-drones>
- **Equipment** valued at >\$5000, with a useful life of more than 1 year and tagable for inventory, as these require prior approvals and tracking for inventory.
- **Fines and Penalties.**
- **Firearms/weapons/ammunition.**
- **Flowers/gifts/awards/donations** (unless there is a clear business purpose; see [allowability guidelines](#)). Flowers for official university events are allowable from university funds. Generally, gifts of reasonable cost for recognition of employee achievements are appropriate except from sponsored funding. Gifts of a more personal nature such as flowers sent for the funeral or hospitalization of an employee or their immediate family are only allowable from 206 funds or from unrestricted Foundation funds as long as the cost is relatively small. Gifts to employees for holidays, birthdays, or wedding anniversaries are not appropriate from any university funding source.

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- **Furniture/furnishings** as the university has standardized product specifications and competitively bid contracts for such items.
- **Gasoline/fuel** (Except as authorized by University Transportation Services) as the university has fleet cards for ISU vehicles or pays mileage reimbursement for personal vehicles.
- Goods or services from **conflict of interest vendors** as these purchases have special regulations and must be handled and reported by the Procurement Services Department (see [Conflict of Interest Policy – Procurement](#)).
- **Leases/Lease-Purchases/Rentals** as many leases and lease-purchases require Board of Regents or State of Iowa approval and rental agreements may require a signed written agreement.
- **Licenses for vehicles/trailers** must go through Transportation Services.
- **Legal Fees & Services** as all legal services must be authorized by University Counsel.
- **Office Supplies** The university has a competitively bid contract for office supplies which offers excellent discounts. The contract is available on the online marketplace, cyBUY, and may be accessed under the UBusiness tab in Access Plus. Departments are strongly encouraged to utilize this contract to ensure the lowest overall pricing. Office supplies generally may not be purchased using federal funds. Detailed explanations can be found in the policy at <http://www.controller.iastate.edu/spa/isucostingpolicy.html>.
- **Online auction services** (e.g., e-bay) as there is no way to either qualify a vendor (seller) or determine quality of product. The university has limited recourse for vendor nonperformance issues and there is a risk of buying stolen goods.
- **Personal use** items. All items for personal use are not allowed.
- **Pharmaceuticals or drugs** as these purchases are restricted and require procurement through Procurement Services.
- **Photocopier supplies** as these are available through University Stores under university pricing agreements.
- **Prepayments** are generally prohibited except when they are a generally accepted industry practice such as annual subscriptions, airfare, annual memberships in professional organizations, and conference registration fees.
- **Printing/photocopying/business cards/letterhead** as Regent Policy requires prior approval by ISU Printing and Copy Services.
- Purchases involving **trade of ISU property** as proper documentation of value and inventory tracking must occur on all ISU property.
- **Radioactive materials/hazardous materials** as documentation and control issues require tracking of the orders and log number issued by EH&S.
- **Technical services/professional services** except professional services < \$2,000 when PSCA is used (see [procedures on professional services](#)).
- **Telephones, cordless telephones, IP telephones, cell phones** and related equipment as these must be authorized by ITS and comply with other university policies (see [voice/telephone policy](#)).

**** Payments to foreign countries or entities on the Federal OFAC list are strictly prohibited.**