

Purchasing Grid

Commodity/Payee	Special Form/ Notes	Purchase Order (eProcure)	Expenditure Authorization (eProcure)	Travel Authorization (Controller)	IDT	PCard (\$2500 or less)	Commodity Code (non-catalog form)	Account Code
Academic Speakers with unusual/unique experience	Educational Related Professional Form		X			NO		710810
Academic Testing Services		X				YES	86xxxxxx	710514
Classified advertisements in professional journals or publications			X			YES		710815
Airline Tickets	See Controller's Office Policy			X		NO		730112/ 730212
Architects & Engineers	Contact Physical Plant					NO		
Audio - Visual		X				NO	52161500/ 86141702	Various
Audit & Accounting		X				YES	84xxxxxx	710510
Books	Can use PCard at CofC Bookstore	X	X			YES		720187
Building Maintenance	Submit work order with Physical Plant					NO		
Business Cards	Business Card Express – link in eProcure					YES		710110
Car Rental	Enterprise – link in eProcure			X		NO		730114/ 730214

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Carpet/Flooring	See Building Maintenance					NO		
Cell Phone, Smart Phone & Data Service Plans	Contact Telephone Services (Cell Phone Authorization Form Required)					NO		
Computer, Laptop, iPad, Tablets		X				NO	43211xxx	720132
Conference Facilities	Conference Site Selection Form	X				NO	90xxxxxx	740115
Conference & Meeting Registration Fees			X	X		NO		730115/ 730215
Consulting Services		X				NO	80xxxxxx	710810
Construction Services, Renovations & Building Alterations	Contact Physical Plant					NO		
Copyrighted Materials			X			YES		Various
Costco Card	Contact Procurement to reserve & pick up card					YES		720184
Entertainment – speakers, lecturers, musicians, performing artist	Contracts must be reviewed and signed by Procurement	X				NO	80141903	710810

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Equipment		X				YES		Various
Equipment Lease	Leases over \$15K or longer than 90 days require the SC Standard Equipment Agreement	X				NO	80xxxxxx/ 83xxxxxx	740116
Equipment Maintenance	PCard allowed if maintenance is <u>not</u> covered under existing contract or warranty	X				YES	81xxxxxxx/ 72xxxxxx	710811/ 710213
Equipment Rental		X				YES	80xxxxxx	740110/ 740111
Fellowships	See Controller's Office Policy		X			NO		
Food, on-campus student event	Aramark - See Controller's Office Policy				X	NO	50xxxxxx	720184
Furniture	Contact CAD Manager/ Interior Planner for assistance	X				NO	56xxxxxx	720181
Honoraria	Educational Related Form		X			NO		710516/ 710517

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Insurance	Contact Business & Aux. Services					NO	84xxxxxx	710810
Janitorial Supplies	Check Central Stores First	X				YES	47130000	720120
Laboratory Supplies and Equipment	Hazardous Materials eProcure Only	X				YES (only in eProcure)	41xxxxxx/ 42xxxxxx	720187/ 720182
Legal Services	Contact Legal Affairs					NO	80120000	710512
Lodging: Student Travel	See Controller's Office Policy			X		NO		730511
Lodging: Visiting Speakers	See Controller's Office Policy			X		NO		730511
Meals – state employee with travel	See Controller's Office Policy			X		NO		730110/ 730210
Medical doctor, hospital or clinic services	Call for PCard Override		X			YES		710813
Membership to Organization – state employees			X			YES		740310
Moving Expenses (on campus)	Contact Procurement before Submitting RQ	X				NO	78101804	710810
Office Supplies	Office Max PCard Only Supplier	X				YES (in eProcure)	44120000	720140

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Paper	Central Stores	X				NO	14110000	720140
Pest Control	Contact Physical Plant					NO	72102100	710810
Plaques, certificates of achievement, similar recognition for employees	\$50 limit per State Guidelines. See Controller's Office Policy	X				YES	49xxxxxxx	720186
Postage	Contact Mail Services					NO	44121513	720183
Printers, Laser	Complete the Laser Printer Request Form in eProcure					NO	44xxxxxx	720130
Printing or Copying Services	Only if Copy Center has Issued Written Release	X			X	YES	8212xxxx	710110
Promotional Items		X				YES	Various	720186
Referees/Officials	Refer to HR/Controller					NO		
Rental or Lease of Real Property	Contact Adm. & Planning					NO	80131500	740112
Repairs – Equipment		X				YES	7315xxxx	710213
Research Study Participants	Contact ORGA		X			NO		710819

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Security Services	Contact Public Safety					NO	92121504	710810
Shipping – FedEx	OptiFreight Outbound Web Portal					NO		
Shipping – USPS	Mail Services				X	YES	78102200	710816
Software	Contact IT Helpdesk	X				NO	4323xxxx	720131
Sponsorships	See Controller's Office Policy		X			NO		
Stationery/Envelope	Central Stores/ BCE if not stocked	X (central stores only)				YES (BCE only)	44xxxxxx	720140
Stipend, Prize or Award Payment	See Controller's Office Policy		X			NO		
Subscriptions			X			YES		720186
Temporary Personnel	State Contracts	X				NO	80111600	710513
Tour Buses (Charter Buses)	State Contracts or College Contracts in eProcure	X				NO	78111803	730114/ 730214
Training & Course Tuition	Call for Override if PCard is Blocked	X		X (if travel is involved)		YES	86xxxxxx	710514

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Travel – Employee	See Controller's Office Policy			X		NO		730xxx
Travel – Student	See Controller's Office Policy			X		NO		730xxx
Uniforms/Shoes		X				NO	531027xx	720185
Vehicles - Leased	Contact Fleet Manager					NO	78111809	740114
Vehicles – Purchased	Contact Fleet Manager					NO	25100000	770113
Vehicles - Fuel	State Fuel Card (Mansfield Oil) PO Required	X				NO	78180301	720124
Vehicles - Repairs	Contact State Fleet Management (leased) or CofC Fleet Manager (owned)	X				YES (only CofC owned vehicles)	78180301	720123
Xerox Multifunction Device (MFD)	Complete Xerox MFD Form (in eProcure)					NO	82121700	720111