

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	86xxxxxxx	710514
Applications						YES	43211xxxx	720140
Classified advertisements in professional journals or publications			X			YES		710815
Airline Tickets				X		NO		730112 730212
Architects & Engineers	Contact Facilities Management					NO		
Audio - Video		X				NO	52161500 86141702	Various
Audit & Accounting		X				YES	84xxxxxxx	710510
Books	Can use PCard at CofC Bookstore	X	X			YES		720187
Building Maintenance	Submit Work Order to Facilities Management					NO		
Business Cards	Business Card Express link in eProcure					YES		710110

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Car/Vehicle Rental	Enterprise link in eProcure			X		NO		730114 (In- State) 730214 (Out-of- State)
Carpet/Flooring	See Building Maintenance					NO		
Cell Phone/Smart Phone	Contact Telephone Services (Cell Phone Authorization Form required)					NO		710412
Computer, Laptop, iPad, Tablets		X				NO	43211xxx	Various
Conference Facilities		X				NO	90xxxxxxx	740115
Conference & Meeting Registration Fees			X	X		YES		730117 730217
Consulting Services		X				NO	80xxxxxxx	710810
Construction Services, Renovations & Building Alterations	Contact Facilities Management					NO		
Copyrighted Materials			X			YES		Various
Costco Card	Contact Business Affairs					YES		720184

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Entertainment – Speakers, Lecturers, Musicians, Performing Artists (Non-Educational)	Contracts must be reviewed and signed by Procurement	X				NO	80141903	710810
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	81xxxxxx 72xxxxxx	710811 710213
Equipment Rental		X				YES	80xxxxxx	740110 740111
Food, on-campus student event	Aramark – See Controller's Office Policy				X	YES – In accordance with Policy	50xxxxxx	720184
Furniture	Contact Facilities Planning Director Michael Turner	X				NO	56xxxxxx	720181

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Honoraria (Educational)			X			NO		
Insurance	Office of Legal Affairs					YES – After consulting Risks & Insurance Office	84xxxxxx	Outside Source
Janitorial Supplies	Check Central Stores First	X				YES	47130000	720120
Laboratory/Medical 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 Employees with Travel	See Controller's Office Policy			X		NO		730110 730210
Medical doctor, hospital or clinic services (Student related)	Call for PCard override		X			YES		710813
Membership to Organization – State Employees			X			YES		740310

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Moving Expenses (on campus)	Contact Procurement before submitting RQ	X				NO	78101804	710810
Office Supplies	FSI PCard Only Supplier	X				YES (in eProcure)	44120000	720140
Paper	Central Stores	X				NO	14110000	720140
Pest Control	Contact Facilities Management					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	44xxxxxxx	720130
Printing or Copying Services		X				YES	8212xxxx	710110
Program Ads or College Billboard	Contracts or Agreements to be reviewed by Procurement	X				NO		
Promotional Items		X				YES	Various	720186

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Radio		X				NO	86xxxxxx	710514
Referees/Officials	Refer to HR/Controller					NO		
Rental or Lease of Real Property	Contact Campus Services					NO	80131500	740112 Rental- Non-State Real Property 740113 Rental- State Real Property
Repairs – Equipment		X				YES	7315xxxx	710213
Research Study Participants	Contact ORGA		X			NO		710819
Security Services	Contact Public Safety					NO	92121504	710810
Shipping – FedEx	OptiFreight Outbound Web Portal					NO		
Shipping – USPS	Mail Services				X	NO	78102200	710816
Software	Contact IT HelpDesk	X				NO	4323xxxx	720131
Sponsorships	See Controller's		X			NO		710815
Stationery/Envelope	Central Stores/BCE (eProcure) if not stocked	X (Central Stores Only)				YES (BCE Only)	44xxxxxx	720140

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Stipend, Prize or Award Payment	See Controller's Office Policy		X			NO		
Subscriptions, Journals			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	710810
Training & Course Tuition	Call for PCard Override if Blocked	X		X (if travel is involved)		YES	86xxxxxx	710514
Travel – Employee	See Controller's Office Policy			X		NO		730xxx
Travel - Student	See Controller's Office Policy			X		NO		730xxx
Uniforms/Shoes		X				YES – Only if required and approved by supervisor	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

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Vehicles – Reparis	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 For (in eProcure)					NO	82121700	720111