

UNIVERSITY OF MIAMI PAYMENT MATRIX

PAYMENT TYPE	PO	PCARD	CHECK REQUEST	EXPENSE REPORT/TRAVELCARD	COMMENT
ABSTRACT FEES/JOURNAL PUBLICATION FEES		X	X	X	EXAMPLE: FEES FOR PUBLISHING YOUR ARTICLE IN A SCHOLARLY PUBLICATION
ADVERTISING SERVICE CONTRACTS	X				NOTE: AGREEMENTS FOR ADVERTISING WORK MUST BE ROUTED TO PURCHASING FOR REVIEW AND APPROVAL
ADVERTISEMENT JOB/CLASSES ONLINE POSTINGS		X			EXAMPLE: JOB SEARCH POSTING TO A WEBSITE, SOCIAL MEDIA (FACEBOOK, LINKEDIN, YELP) FOR NEW CLASSES OR FOR RESEARCH STUDY PARTICIPANTS
CAR RENTAL		X		X	NOTE: VAN RENTAL FOR STUDENTS AND PATIENTS REQUIRES A PO
CATERING	X				EXAMPLE: RECEPTION, ENTERTAINMENT EVENT, HOLIDAY PARTY
CELL PHONE RECURRING CHARGES		X			NOTE: THE PURCHASE OF A CELL PHONE MUST BE PROCESSED THROUGH PURCHASING
CHARITABLE CONTRIBUTIONS		X	X		EXAMPLE: TABLE AT A CHARITABLE GALA OR EVENT NOTE: ALL CHARITABLE CONTRIBUTIONS MUST BE APPROVED BY THE APPROPRIATE VP
COMPUTER ACCESSORIES	X	X*			EXAMPLE: KEYBOARD, MOUSE. *EXTERNAL STORAGE DEVICES SUCH AS THUMB DRIVE MUST BE ON A PO
COMPUTER HARDWARE AND SOFTWARE	X	X*			NOTE: UM IT PRIOR APPROVAL IS REQUIRED FOR ALL COMPUTER HARDWARE AND SOFTWARE PURCHASES. *USE OF PCARD IS RESTRICTED AND REQUIRES PCARD MANAGER PRIOR APPROVAL
CONSULTING - ALL	X				
DUES - PROFESSIONAL, CIVIC, COMMUNITY ORG.		X	X	X	
ENTERTAINMENT-MEALS				X	EXAMPLE: BUSINESS LUNCH AT A RESTAURANT. NOTE: EVENTS INVOLVING A CATERER AND/OR CONTRACT MUST BE PROCESSED THROUGH A PO. (SEE CATERING)
ENTERTAINMENT-OTHER	X			X	NOTE: EVENTS INVOLVING A CONTRACT MUST BE PROCESSED THROUGH A PO.
EQUIPMENT - CAPITAL	X				EQUIPMENT COSTING \$2,500 OR MORE
EQUIPMENT - MINOR/NON-MEDICAL (under \$2,500)	X	X			EXAMPLE: OFFICE SHREDDER, MICROWAVE OVEN
FINES/PENALTIES		X	X		EXAMPLE: GOVERNMENT AGENCY FINES
FURNITURE	X				EXAMPLES: OFFICE DESK, TABLE, CHAIR
GAME OFFICIALS (ATHLETICS)			X		
GOODS	X	X			CHECK REQUEST CANNOT BE USED TO PURCHASE GOODS/OBJECTS
GOVERNMENT AGENCY FEES		X	X		
HONORARIUM (APPRECIATION TOKEN FOR A TALK)			X		EXAMPLE: APPRECIATION FEE TO A GUEST SPEAKER - NO CONSULTING
INSURANCE PREMIUMS	X		X		EXAMPLE: UNIVERSITY INSURANCE POLICY PREMIUMS
IT GOODS AND SERVICES	X				EXAMPLE: DOMAIN NAME FEES, WEBSITE HOSTING
JMH RESIDENT PAYMENTS	X				

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LEGAL SETTLEMENTS			X		
LICENSE - PROFESSIONAL		X	X	X	EXAMPLE: AGENCY FOR HEALTH CARE ADMINISTRATION, IT, REAL ESTATE, LAW, FINANCE
MEMBERSHIP - PROFESSIONAL ORG.		X	X	X	
MEMBERSHIP - SOCIAL CLUB	X				NOTE: MUST BE APPROVED BY A SR. VICE PRESIDENT
PERFORMER - BAND, MUSICIAN	X		X*		*PERFORMER CONTRACTS AND DJ SERVICE MUST HAVE RISK MANAGEMENT APPROVAL
PERMITS	X	X	X		
POSTAGE	X*	X**	X		*EXAMPLE: METERED MAIL **EXAMPLE: POSTAGE STAMPS
PROMOTIONAL ITEMS	X	X			EXAMPLES: TSHIRTS, UMBRELLAS, PENS FROM THE BOOKSTORE. Note: UM logos and designs must be approved by Communications prior to printing, or production.
REFUNDS			X		
REGISTRATION - CONFERENCE, SEMINAR		X	X	X	EXAMPLE: CONFERENCE PARTICIPATION
RENTAL - EQUIPMENT	X				
RENTAL - ROOM FOR A UNIVERSITY EVENT	X		X	X	EXAMPLE: RESERVING A MEETING ROOM AT A HOTEL OR OTHER INSTITUTION FOR AN OFFSITE BUSINESS PRESENTATION
REPAIRS & MAINTENANCE	X				
RESEARCH PARTICIPANT PAYMENTS			X		CHECK PAYMENT TO PARTICIPANT OF A RESEARCH STUDY
ROYALTY PAYMENTS			X		
SERVICE - ALL TYPES	X				EXAMPLES: CONSULTING, LEGAL, MEDICAL, OFFICE CLEANING, COURIER, PHOTOGRAPHY, TRANSLATION, PROFESSIONAL SERVICES, PRINTING, BANNER CREATION, INSTALLATION
SUBSCRIPTION - BOOK, MAGAZINE		X	X	X	
SUNPASS CHARGES - UM VEHICLE		X			NOTE: CONSULT WITH THE CORPORATE CARDS OFFICE ON EXACT PROCEDURE & REQUIREMENTS
TABLE/CHAIR AT FUNDRAISING GALA- NON-UM EVENTS		X	X		SEE PAYMENT TYPE CHARITABLE CONTRIBUTIONS.
TRANSPORTATION - STUDENTS, PATIENTS	X				EXAMPLE: BUS CHARTER
TRAVEL REIMBURSEMENT - OUTSIDE ENTITY			X		
WORK VISA APPLICATION FEES TO HOMELAND SECURITY			X		

Revised 01/28/21