

MAINTENANCE SUPPLIES, TOOLS AND KITS	✓		Grainger											7133
MARKETING SUPPLIES AND EXPENSES		✓						✓						6228
MOVING EXPENSE												✓		7456
OFFICE EQUIPMENT	✓		Staples											7517
OFFICE SUPPLIES	✓		Staples					✓						6212
OFFICE SUPPLIES - BUSINESS TRAVEL AWAY FROM HOME					✓			✓	✓					6212
PARKING GARAGE LEASES		✓		✓				✓						7422
PATIENT CARE		✓		✓				✓						6742
PHOTO AND AV EQUIPMENT	✓		B&H											7511, 8221, 8224, 8226
PHOTOGRAPHERS		✓		✓										6713
POSTAGE		✓		✓				✓						6141
PRINTING, COPYING, PUBLICATION		✓		✓				✓						6231
PRINTING, COPYING, PUBLICATION - BUSINESS TRAVEL AWAY FROM HOME					✓			✓	✓					6231
PRIZES AND AWARDS - STUDENTS (CASH EQUIVALENTS)												✓		7842
PROFESSIONAL FEES/SERVICES		✓		✓				✓						6711 6712 6713
PROPERTY RENTAL		✓		✓										6812
RECRUITMENT EXPENSE				✓	✓					✓				7541
REFUNDS - NON AFFILIATES				✓							✓			2411, 2412
REFUNDS - STUDENTS AND EMPLOYEES											✓			2411, 2412
ROYALTIES		✓		✓										6723
SECURITY EQUIPMENT		✓												7511
SECURITY SERVICES		✓						✓						7421
SHIPPING AND POSTAGE		✓		✓				✓						6141
SPEAKER FEES				✓										671G
STUDY PARTICIPANTS				✓								✓		6341, 6342
STUDENT REIMBURSEMENTS												✓		
SUBCONTRACTOR PAYMENTS (FACILITIES)		✓												7115 - 7284
SUBCONTRACTOR PAYMENTS (GRANTS AND CONTRACTS)		✓		✓										6731
TEMPORARY STAFFING SERVICES		✓		✓										7461
TRAINEE EXPENSE (STIPENDS)												✓		6611
TRAVEL EXPENSES (LOCAL, DOMESTIC, INTERNATIONAL)					✓					✓				7531-753N
TRAVEL EXPENSES STUDENTS												✓		7531-753N
TRAVEL EXPENSES BUSINESS ASSOCIATES				✓	✓					✓		✓		7531-753N
TULANE INTERNATIONAL LLC											✓	✓		7531-753N
UNIFORMS AND APPAREL		✓						✓						7134
UTILITIES		✓		✓				✓						7111 - 7114
VEHICLE LEASES		✓		✓										6814
VISA FEES FOR INTERNATIONAL VISITORS				✓										6221

IMPORTANT NOTES:

TELECOMMUNICATIONS HAS HIGHER PCARD LIMIT FOR COMMUNICATIONS

BLANKET ORDER PREFERRED FOR CONSULTANTS WITH ONGOING BUSINESS RESULTING IN MULTIPLE INVOICES

PRINTING LESS THAN \$2,500 ALLOWED ON CHECK REQUEST AND PCARD AS WELL AS NON-CATALOG FORM

PRINTING MORE THAN \$2,500 MUST BE QUOTED IN ADVANCE AND PAID VIA PO ISSUED IN ADVANCE OF THE TRANSACTION

TRANSACTION LIMIT ON EMERGENCY SUPPLIES MAY BE INCREASED DURING EMERGENCIES

MOST PROPERTY RENTALS ARE NOW HANDLED BY THE REAL ESTATE OFFICE

CONSULTANTS REQUIRE AN INDEPENDENT CONTRACTOR INFORMATION FORM TO BE FILLED OUT AND APPROVED BY THE GENERAL COUNSEL'S OFFICE.

YOU CAN CHECK IN EPROCUREMENT TO SEE IF THE SUPPLIER HAS ALREADY BEEN APPROVED. EMAIL LISA LEBLANC IF YOU NEED THIS VIEW ACCESS IN EPRO.

BLANKET ORDER PREFERRED ON VEHICLE LEASES SINCE THEY ARE GENERALLY BILLED ON A MONTHLY BASIS.

CATERING CAN BE PAID FOR WITH A CHECK REQUEST IF THE SUPPLIER DOES NOT ACCEPT VISA OR CHARGES EXTRA FOR VISA PAYMENTS.