Tulane Buy-Pay Matrix - 2022-11-21		eProcu	rement	•	CONCUR								
	Catalog	Non-Catalog		Check			PCARD	T&E	Internal	AP	PAPER		
ITEM	(PO)	(PO)	Hosted Catalog	Req	EXPENSE	ADVANCE	Under \$2500	CARD	Transfer (IT)	IMPORT	FORMS	PAYROLL	RECOMMENDED NATURAL ACCOUNT
ADVERTISING		✓					✓						6222
ANIMAL EXPENSE		✓											6321
APPLIANCES, LABORATORY < 2500		✓											7515
APPLIANCES, NON LABORATORY < 2500		✓											7511
ATHLETIC EQUIPMENT		✓											7419
AUDIOVISUAL EQUIPMENT < 2500		✓											6235
AUDIOVISUAL SERVICES		✓											6235
AUDIOVISUAL SUPPLIES AND MISC		✓											6235
AWARDS AND TROPHIES (NON CASH)		✓					✓						7842
BANDS/ENTERTAINERS		✓		✓			✓						671G
BICYCLES		✓											751C
BOOKS AND SUBSCRIPTIONS		✓			✓		✓						6224
CAPITAL EQUIPMENT, ANIMAL CAGING		√											8233
CAPITAL EQUIPMENT, ARTIFACTS		✓											8230
CAPITAL EQUIPMENT, ATHLETIC		1											8229
CAPITAL EQUIPMENT, AUTOMOBILES		· ✓											8227
		· ·											8224
CAPITAL EQUIPMENT, CLASS ROOM		√											8226
CAPITAL EQUIPMENT, COMMUNICATIONS	✓	•	D. II										8223
CAPITAL EQUIPMENT, COMPUTER		✓	Dell										
CAPITAL EQUIPMENT, FABRICATION OF EQUIPMENT		✓											8231
CAPITAL EQUIPMENT, FURNITURE AND FIXTURES													8222
CAPITAL EQUIPMENT, MEDICAL		√											8234
CAPITAL EQUIPMENT, OFFICE		√											8221
CAPITAL EQUIPMENT, RADIOLOGY		✓											8225
CAPITAL EQUIPMENT, SCIENTIFIC		✓											8225
CAPITAL EQUIPMENT, SURGERY		✓											8236
CAPITAL EQUIPMENT, TOOLS AND PLANT EQUIPMENT	✓		Grainger										8228
CAPITAL EQUIPMENT, TRANSPORTATION		✓											8227
CAPITAL EQUIPMENT, VEHICLES, OTHER, CARTS	✓	✓											8227
CATERING OFF CAMPUS		✓		✓				✓					7521, 753M, 753N, 7542-7547
CATERING ON CAMPUS (OLIVE BLUE, SODEXO, CAMPUS BREW, ETC)		✓		✓				✓					7522, 753L
CHEMICALS, GAS CYLINDERS	✓		Airgas										6311-6313
CHEMICALS, HAZARDOUS	✓		Airgas										6311,2,3
CHEMICALS, NON HAZARDOUS	✓		Airgas										6311,2,3
COMMUNICATION EQUIPMENT AND SUPPLIES AND SERVICES		✓		✓			✓						6111-6134
COMMUNICATION SERVICES AND CONTRACTS		✓		✓			✓						6113-6,6121-4,6131-4
COMPUTER ACCESSORIES	✓		STAPLES/CDW										6356
COMPUTER PRINTER	✓		Dell/CDW										7512
COMPUTER SOFTWARE	✓												6355, 6357
COMPUTER SUPPLIES, INK AND TONER	✓		STAPLES/CDW										6356
COMPUTER SUPPLIES, OTHER	✓		STAPLES/CDW										6356
COMPUTER, DESKTOP	✓		Dell										7512
COMPUTER, LAPTOP	✓		Dell										7512
COMPUTER, OTHER	✓		Dell										7512
CONFERENCE REGISTRATION FEES	•	✓	2 311	✓	√			✓					7512 753A
CONSULTANT TRAVEL		√		·									6714
		✓		√									6713
CONSULTING		√											7517
COPIERS < 2500 CUSTODIAL SUPPLIES, CLEANING AND OTHER	✓		Grainger										7213

CUSTODIAL SUPPLIES, PAPER AND CONSUMABLES	✓		Grainger									7213
DRUGS AND PHARMACEUTICALS		✓										6373
DUES AND MEMBERSHIPS		✓		✓	✓		✓	✓				6221
DUES AND MEMBERSHIPS INSTITUTIONAL		✓		✓			✓					6227
EDUCATIONAL TESTING FEES		✓		✓			✓					6351, 6226
EMERGENCY SUPPLIES		✓	Staples				✓					
ENTERTAINMENT AND MEETING EXP, NON TRAVEL		✓		✓				✓				7542-47
EVENT EXPENSE, FACILITY AND EQUIPMENT RENTAL		✓		✓				✓				6812, 7521
FELLOWSHIPS/GRANTS										✓		
FIRST AID SUPPLIES		✓					✓					
FREIGHT		✓					✓					7441
FURNITURE, NON LABORATORY, BOOKCASE		✓					No					7517
FURNITURE, NON LABORATORY, CABINET		✓					No					7517
FURNITURE, NON LABORATORY, CHAIR		✓					No					7517
FURNITURE, NON LABORATORY, DESK		✓					No					7517
FURNITURE, NON LABORATORY, OTHER		✓					No					7517
FURNITURE, NON LABORATORY, TABLE		✓					No					7517
GIFT CARDS (STUDY PARTICIPANTS/PRIZES)					✓	✓			Р	ETTY CASH	Н	6341 - 6344
HONORARIA (SPEAKERS/GUEST ARTISTS)				✓								671G
INSURANCE EXPENSE		✓		✓								7311 - 7319 731A -731E
LAB EQUIPMENT, ANIMAL CAGES	✓		Fisher									751A
LAB EQUIPMENT, AUTOCLAVES AND STERILIZES	✓		Fisher									7515
LAB EQUIPMENT, BURNERS AND HOT PLATES	✓		Fisher									7515
LAB EQUIPMENT, CENTRIFUGES	✓		Fisher									7515
LAB EQUIPMENT, CRYOSTATS	✓		Fisher									7515
LAB EQUIPMENT, FREEZERS	✓		Fisher									7515
LAB EQUIPMENT, FUME HOODS	✓		Fisher									7515
LAB EQUIPMENT, METERS	✓		Fisher									7515
LAB EQUIPMENT, MICROSCOPES	✓		Fisher									7515
LAB EQUIPMENT, OTHER	✓		Fisher									7515
LAB EQUIPMENT, REFRIGERATORS	✓		Fisher									7515
LAB EQUIPMENT, WATER BATHS	✓		Fisher									7515
LAB SUPPLIES	✓		Fisher				✓					6311,2,3,4
LEGAL FEES/SETTLEMENTS		✓		✓						✓		6712
LIBRARY ACQUISITIONS				✓					✓			6511
LIBRARY BINDING EXPENSE				✓					✓			6518
LIBRARY EXPENSE OTHER				✓					✓			6517
LIFE SAFETY SUPPLIES AND EXPENSE		✓										6211
MAINTENANCE CONTRACTS, COMPUTER EQUIPMENT		✓										6358
MAINTENANCE CONTRACTS, OFFICE EQUIPMENT		✓										6822
MAINTENANCE CONTRACTS, OTHER		✓										
MAINTENANCE CONTRACTS, PLANT AND BUILDING		✓										6825
MAINTENANCE CONTRACTS, SCIENTIFIC EQUIPMENT		✓										6824
MAINTENANCE SUPPLIES, CARPENTRY	✓		Grainger									7220
MAINTENANCE SUPPLIES, ELECTRICAL	✓		Grainger									7217
MAINTENANCE SUPPLIES, FLOORING	✓		Grainger									7232
MAINTENANCE SUPPLIES, LIGHTING	✓		Grainger									7212
MAINTENANCE SUPPLIES, OTHER	✓		Grainger									7232
MAINTENANCE SUPPLIES, PAINT	✓		Grainger									7221
MAINTENANCE SUPPLIES, PLUMBING	✓		Grainger									7214
MAINTENANCE SUPPLIES, REFRIGERATION	✓		Grainger									7216
MAINTENANCE SUPPLIES, ROOFING	√		Grainger									7219

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 ✓		в&н								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.