

## UM STUDENT ORGANIZATION PAYMENT MATRIX

PAYMENT TYPE	PO	PCARD	CHECK REQUEST	EXPENSE REPORT/TRAVELCARD	COMMENT
CAR RENTAL		X		X	<b>NOTE: VAN RENTAL FOR STUDENTS REQUIRES A PO</b>
CATERING	X				<b>EXAMPLE: RECEPTION, ENTERTAINMENT EVENT, HOLIDAY PARTY</b>
CHARITABLE CONTRIBUTIONS		X	X		<b>EXAMPLE: STUDENT ORG FUNDRAISER, TABLE AT A CHARITABLE GALA OR EVENT</b> <b>NOTE: ALL CHARITABLE CONTRIBUTIONS ON BEHALF THE UNIVERSITY AND NOT A STUDENT ORG MUST BE APPROVED BY THE APPROPRIATE VP.</b>
COMPUTER ACCESSORIES	X	X *			<b>EXAMPLE: KEYBOARD, MOUSE, CHARGERS. CAN BE REIMBURSED IF PAID OUT OF POCKET. *EXTERNAL STORAGE DEVICES SUCH AS THUMB DRIVE MUST BE ON A PO</b>
COMPUTER HARDWARE AND SOFTWARE	X	X *			<b>NOTE: UM IT PRIOR APPROVAL IS REQUIRED FOR ALL COMPUTER HARDWARE AND SOFTWARE PURCHASES THAT STAY WITH THE UNIVERSITY.</b> <b>*USE OF PCARD IS RESTRICTED AND REQUIRES PCARD MANAGER PRIOR APPROVAL</b>
DUES - PROFESSIONAL, CIVIC, COMMUNITY ORG.		X	X	X	
DUNK TANK	X				
ENTERTAINMENT-OTHER	X			X	<b>NOTE: EVENTS INVOLVING A CONTRACT MUST BE PROCESSED THROUGH A PO.</b>
EQUIPMENT - CAPITAL	X				<b>EQUIPMENT COSTING \$2,500 OR MORE</b>
EQUIPMENT - MINOR/NON-MEDICAL (under \$2,500)	X	X			<b>EXAMPLE: OFFICE SHREDDER, MICROWAVE OVEN</b>
FOOD	X			X	<b>EVENTS INVOLVING A CATERER AND/OR CONTRACT MUST BE PROCESSED THROUGH A PO (ex. food truck).</b>
FLIGHTS				X	<b>TRAVEL PORTAL MUST BE USED WHEN BOOKING UNIVERSITY RELATED FLIGHTS (TRAVEL.MIAMI.EDU).</b> <b>ECONOMY FLIGHTS ARE REIMBURSED. POINTS WILL NOT BE REIMBURSED. EXTRA BAGS WILL NOT BE REIMBURSED UNLESS JUSTIFIED (EXAMPLE: BAND BRINGING BAGS OF INSTRUMENTS).</b>
FURNITURE	X				<b>EXAMPLES: OFFICE DESK, TABLE, CHAIR</b>
GAME OFFICIALS (ATHLETICS)			X		
GIFT CARDS				X	<b>UNDISTRIBUTED GIFT CARDS ARE NOT REIMBURSABLE.</b> <b>RECIPIENT'S NAME, C#, AND DOLLAR AMOUNT OF GIFT CARD MUST BE INCLUDED. THE RECIPIENT'S W9 IS NEEDED FOR GIFTS VALUED AT \$600 OR MORE.</b>
GOODS	X	X			<b>CHECK REQUEST CANNOT BE USED TO PURCHASE GOODS/OBJECTS</b>
HONORARIUM (APPRECIATION TOKEN FOR A TALK)			X		<b>EXAMPLE: APPRECIATION FEE TO A GUEST SPEAKER - NO CONSULTING</b>
HOTEL	X			X	
INFLATABLES	X				<b>EXAMPLE: BOUNCE HOUSES, SLIDES, ETC.</b>

PAYMENT TYPE	PO	PCARD	CHECK REQUEST	EXPENSE REPORT/TRAVELCARD	COMMENT
PERFORMER - BAND, MUSICIAN	X		X *		*PERFORMER CONTRACTS AND DJ SERVICE MUST HAVE RISK MANAGEMENT APPROVAL.
PERMITS	X	X	X		
PETTING ZOO/LIVE ANIMALS	X				
PHOTOBOOTH	X				
PROMOTIONAL ITEMS	X	X			EXAMPLES: TSHIRTS, MASKS, UMBRELLAS, PENS FROM THE BOOKSTORE. <b>Note: UM logos and designs must be approved by UM Communications prior to printing, or production. Email Angie Villanueva with the design for approval: acvillanueva@miami.edu</b>
REGISTRATION - CONFERENCE, SEMINAR		X	X	X	EXAMPLE: CONFERENCE PARTICIPATION, LEAGUE FEES
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. <b>THIS CAN NOT BE PAID OUT OF POCKET AND THEN REIMBURSED.</b>
REPAIRS & MAINTENANCE	X				EXAMPLES: MAINTENANCE ON SCUBA EQUIPMENT OR A BOAT
SERVICE - ALL TYPES	X				EXAMPLES: CONSULTING, LEGAL, MEDICAL, OFFICE CLEANING, COURIER, PHOTOGRAPHY, TRANSLATION, PROFESSIONAL SERVICES, PRINTING, BANNER CREATION, INSTALLATION
TENT RENTAL	X				
TSHIRTS/UNIFORMS	X	X			PO is strongly encouraged. <b>Note: UM logos and designs must be approved by UM Communications prior to printing, or production. Email Angie Villanueva with the design for approval: acvillanueva@miami.edu</b>
TRANSPORTATION - STUDENTS	X				EXAMPLE: BUS CHARTER
VENUE RENTAL	X				

**Notes:**

- Risk Management approval is required for anything that may seem dangerous or include any type of risk (example: flight lessons, swimming with sharks, etc.). Please ensure you attach Risk Management's approval to any purchase
- Any purchase that may include liability requires a PO (example: outside vendor coming to campus, person can get injured using rental, etc.). A PO is highly suggested for purchases over \$100 even if there is no liability involved.
- When the payee name on the reimbursement is different than the name on the receipt, there must be approval attached from the person who paid stating it is okay to reimburse the payee on their behalf.
- If calling Check Disbursements about your reimbursement, please ensure you provide both the ERF# and the payee name.
- For the payment matrix from the Controller's Office, please visit: [https://controller.miami.edu/assets/pdf/documents/pymt\\_matrix\\_by\\_pymt\\_type.pdf](https://controller.miami.edu/assets/pdf/documents/pymt_matrix_by_pymt_type.pdf)