

Expenditures That Typically Can Be Paid Directly Through the Accounting Office

11/15/2016

If an expenditure type is not listed below, it typically requires Procurement Services' approval by using a P-card, cyBuy, or doing a Web Requisition.

Also consider using on-campus sources, such as Central Stores or the ISU Bookstore.

Exceptions that apply to only one department are not listed below.

Please see <http://www.procurement.iastate.edu/policy/> for more complete coverage of procurement policies.

Expenditure Type	Dollar Range	Payment Method	Other Notes / Required Attachments
Advertising	< \$5,000.00	DV	SDV allowed if less than \$100.00.
Department of Homeland Security	n/a	DV	No attachments required. Use special handling to generate separate checks for each DV.
Dues and Memberships	< \$100.00	Simple DV	Invoice or application form
Dues and Memberships	\$100.00 or more	DV	Invoice or application form
House-hunting Reimbursement	n/a	DV	Receipts
Internship Stipends	n/a	DV	Conflict of Interest form to provide conflict of interest and citizenship information.
Interview Expense Reimbursement	n/a	Simple DV	Receipts, names of attendees
Licenses / Permits	n/a	Simple DV	Invoice or application form. Software licenses are not allowable on a DV or SDV.
Materials or Supplies	< \$100.00	Simple DV	Materials or supplies of \$100.00 or more cannot be on a DV or SDV. Instead, you must use a P-card or do a Web Requisition.
Moving Expense Reimbursement	n/a	DV - Using KIM file	Receipts
Non-travel Expenses - Employee	< \$500.00 per receipt	Employee Reimbursement	Receipts
Non-travel Expenses - Employee	\$500.00 or more per receipt	DV - Using KIM file	Procurement Services will need an explanation as to why a P-card or Web Requisition was not used.
Periodicals / Publications	n/a	Simple DV	Invoice or application form
Petty Cash Advances	n/a	ND or Simple DV	Petty Cash Advances must be charged to a 907 account and use object code 0829.
Prepaid Lodging (for one person)	n/a	DV	Invoice from the hotel. Prepaid lodging for a group requires a Web Requisition.

Expenditure Type	Dollar Range	Payment Method	Other Notes / Required Attachments
Professional Services (Includes analysis, auditing, banking, consulting, marketing, medical, physicians, software development, and training. Professional services are "predominately intellectual in nature," as opposed to routine services.)	< \$100.00	Simple DV	Invoice
Professional Services - see flowchart for payments for services provided by non-individuals	\$100.00 or more per invoice, but less than \$600.00	DV	Conflict of Interest form for individuals, or an invoice from a company
Professional Services (see above)	\$600.00 or more per invoice, or \$1,000.00 or more expected for the year	DV	Professional Services Contractual Agreement. If the amount is expected to be \$2,000.00 or more per year, you cannot do a DV and you must do a Professional Services Contractual Agreement and a Web Requisition.
Refunds	n/a	Simple DV	None required
Research Participant Fees	< \$100.00	Simple DV	Research Participant Receipt Form < \$100.00
Research Participant Fees	\$100.00 or more	DV	Research Participant Receipt Form \$100.00 or More
Routine Services (including captioning, catering, computer programming, construction, data analysis, editing, graphic design, interpreting, lab testing, maintenance, photography, repairs, small equipment rental, translation, transcription, and video production)	< \$100.00	Simple DV	Routine services of \$100.00 or more cannot be on a DV or SDV. Instead, you must use a P-card or do a Web Requisition.
Speaker / Entertainer Fees - Paid Directly to the Performer	< \$100.00	Simple DV	A Conflict of Interest form would not be required if less than \$100.00.
Speaker / Entertainer Fees - Paid Directly to the Performer	\$100.00 or more	DV	An invoice is required. If a signed contract is required, or if payment is to a speaker's agent, a DV cannot be used, and you must do a Web Requisition and have Procurement Services approve the contract.

Expenditure Type	Dollar Range	Payment Method	Other Notes / Required Attachments
Travel Advance - Employee	n/a	DV - Using KIM file	Cash Advance / Payroll Authorization Form
Travel Advance - Non-employee	n/a	Simple DV	Cash Advance Authorization Form for Non-employees
Travel Expenses - Employee	n/a	Employee Reimbursement	Receipts
Travel Expenses - Non-employee	n/a	Simple DV	Receipts, Non-employee Travel Expense Detail Worksheet
Utilities (off-campus telephone, electricity, natural gas, water, sewer)	n/a	Simple DV (or ND if bank account debit was pre-authorized)	Itemized billing for each month being paid. Verizon Wireless should be paid by P-card.