USF Preferred Vendors must be utilized for all those purchases covered under contracted Pricings. (please see www.usfca.edu/purchasing for a complete listing of vendor discounts). Individuals may not use competitor vendors for items that are currently covered under an existing contract. For example, units must use Copy Mill for their external copying needs rather than Kinko’s.

**Purchase order** is required for:

1. Procurement of the following items **regardless of amount**:
   - Computers and peripherals including printers
   - Office equipment
   - Copiers and fax machines
   - Computer software
   - Scientific equipment, chemicals, and lab supplies
   - Stationery, business cards and promotional items
   - Advertising (print, radio, television)
   - Printing
   - Furniture
   - Appliances (refrigerators, fans, heaters, microwaves, etc)

2. All other purchases **greater than $1,000**

**Payment of Goods and Services**

**Purchasing Card** (or employee out-of-pocket expense report) is required for:

1. The following types of expenses **regardless of amount**:
   - Travel & Entertainment expenses
   - Memberships
   - Registration fees
   - Subscriptions
   - Certain on-going payments for services (internet hosting fees, document storage, etc)

2. All purchases **under $1,000** not required to have a Purchase Order

**Direct Payment** (e.g. check request) will be limited to:

- Independent contractors
- General contractors
- Student refunds
- Non-employee reimbursement
- Utilities / postage
- Honoraria
- Library acquisitions
- Insurance, benefit, and tax payments

**Vendor Invoice**

- All items ordered with a Purchase Order