

Item	Description	P-Card	Purchase Order (PO) or Outline Agreement (OA)	Direct Invoice (FB60)	Comments
1	Advertising (Legal Notices/Job Advertisement)	1	3	2	
2	Agency sponsored event		1		
3	Assets (Intangible)			1	Water Rights, intellectual property, internally developed software
4	Assets (Tangible)		1		Computers, Cars, Bldgs, Software
5	Background Checks		2	1	
6	Books (Library collections)		1		
7	Books (Retail)	1	2		
8	Business Cards (State operated print shops)		1	2	
9	Business Cards (Third party vendor)		1		
10	Cable Services (Internet and/or TV)	1	2		Invoice should be itemized
11	Catering of events	1	2	3	Agenda or Program MUST be provided
12	Cell Phone Charges & Equipment	2	1		
13	Cleaning Supplies	1	2	3	
14	Computers		1		PO Only - Tangible Asset
15	Copier Lease (Including maintenance and excess copies)	2	1		Should reference state contract
16	Copy Service (Fedex-Kinkos, Staples, Office Depot)	1	3	2	
17	Court Reporter and/or Interpreter Services		1		PO or OA Only
18	Envelopes (State operated print shops)		1	2	
19	Envelopes (Third party vendor)		1		
20	Fees/Dues (Membership dues, etc.)	2		1	Earmarked funds instead of PO
21	Ground Transportation (Shuttle, Taxi, Bus)	1		2	Travel Card can be used
22	Honorarium		1		
23	INA - Web Services		1		
24	Insurance (Vehicle, Office Equip, Bldg, Bond)			1	FB60 for payments to State entities only
25	Intergovernmental Agreements (for goods/services)		1		
26	Lab Supplies	2	1		Should reference state contract
27	Lockbox	2	3	1	
28	Meals for Board Meetings	1	2	3	Agenda MUST be provided for every payment method
29	Mileage Reimbursement			1	
30	Monthly Parking Fees	2	1		
31	Nameplates	2	1		For exceptions, ASK
32	Notary (Bonding & application)	2		1	
33	Office Supplies (Toner, copy paper, etc)	1	2		
34	Petty Cash			1	
35	Planned Services (Installations, scheduled maintenance, etc)	2	1		
36	Postage	1	3	2	
37	Postage Meter Rental & Supplies	2	1		Should reference state contract
38	Printing (State-run Print Shops)		1	2	
39	Printing (Third Party Vendor/Commerical)		1		PO ONLY
40	Professional Service Contracts		1		
41	Property Lease (Rent)		1		PO or OA Only
42	Registration	1		2	Can use Travel Card
43	Reimbursements to cities, counties, etc			1	
44	Rent (example: storage facility rent)	2	1		
45	Scholarships and/or Sponsorships			1	
46	Shipping Charges (FedEx & UPS Charges)	1	3	2	Should reference state contract
47	Sole Source Procurements		1		PO or OA Only
48	Subscriptions	1	3	2	
49	Telephone (DIS)			1	
50	Temporary Employment/Contract labor		1		240 hours per quarter
51	Travel Reimbursement		*2	1	(* if travel reimbursement is a part of the contract - PO is acceptable)
52	Trophies	1	2		Special Approval Required/Achievement plaques approved

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53	Unplanned Services (repairs, locksmith, plumbing, etc)	1	3	2	
54	Utilities (Electricity, Water, Gas)	2		1	
55	Vehicle Registration	2		1	
56	Water Bottle Service	2	1		
57	Workers Compensation, unemployment benefits, employee insurance/example: EBD			1	

#1=Preferred method ~ #2=Secondary method ~ #3=least preferred method

Reference the State Contract number on the Purchase Requisition Form or in the comment field for P-Cards