Purchasing and Payment Guidelines – September 2025

Accessible version of the purchasing/payment matrix.

Marketplace Only (submit requisition before items are ordered)	**Pcard / Department Card**	**Fleet Management**	**Encumbrance in Banner (paid via AP/Accounting processes)**
Artists, entertainers, speakers, performers*	Travel expenses (see University Travel Manual; reimbursement also allowed)	Vehicle maintenance	Employee reimbursements
Books and periodicals	Shipping outside University Mailroom (UPS, FedEx, USPS)	Vehicle fuel	Educational stipends to MU students
Capitalized equipment (over $10K)	Emergency purchases		Utilities
Advertising (digital and online)	Fuel not related to fleet vehicles		University internal payments (mail, print, etc.)
Construction and related services*	IT technology/software/licenses under $2,500 (follow IT Tech Review Process)		Payments to other state agencies
Contractual insurance payments	Hospitality/student activity food purchases		Accreditation
Furniture, flooring	Registration fees		Postage for Mail Services
Graphic design and printing outside University Communications (follow UComm policy)	Memberships with approved encumbrance from AP		Non-contractual insurance payments
Hazardous/radioactive materials	Non-contractual print or broadcast media (follow UComm policy)		
IT technology/software/licenses over $2,500**			
Lease agreements*			
Maintenance/service agreements*			
Office supplies			
Professional services and consulting*			

Marketplace Only (submit requisition before items are ordered)	**Pcard / Department Card**	**Fleet Manageme nt**	**Encumbrance in Banner (paid via AP/Accountin g processes)**
Repairs/alterations on campus*			
Equipment rental*			
Promotional items			
Vehicle purchase			
Weapons and ammunition			
Repairs to equipment (on or off campus)			
Misc. equipment			
Electronic or printed subscriptions, periodicals, publications			
Janitorial supplies and equipment			
Lab supplies and equipment			
Medical supplies and equipment			
Medical prescriptions/services payments			
Maintenance, repair, and building operating supplies			
Contractual services*			
Amazon orders (State funding)			
	Prepaid cards: Athletic per diem; Student travel per diem		

Notes

* Will require an agreement and the Independent Contractor form may be required if applicable.

** IT approval is required unless the item is designated 'MU recommended,' 'ITS recommended,' or otherwise IT approved.