

Procurement Payment Matrix / How to Pay Matrix

- Refer for the appropriate policies for each payment method. Policies can be found at case.edu/compliance.
- This matrix is meant to be a guide for the most popular categories and is not an all-inclusive list. We will continually update the list. Bookmark this list and do not download it.
- Any purchases requiring a contract or signature of any kind must be made on a requisition.
- A blank space in the matrix means the payment method is not allowed for the specified expense category.
- When in doubt, call Procurement at 216-368-2560 or email us at customercareteam-pds@case.edu.

Payment Method Definitions:

- **Requisition** - a request to purchase of goods, services, etc. routed in PeoplesSoft
- **Payment Request** - a request to purchase of goods, services, etc. routed in PeoplesSoft
- **SmartCart** - the platform in PeopleSoft to allow the requisitioners to request to purchase of goods, services, etc from a supplier's website or using a supplier fix pricelist.
- **Procurement Cards Types:**
 - **Pcard** - A Procurement Card used for small- dollar goods and services, issued to an individual.
 - **Dcard** - A Procurement Card used for food and beverage needs (under \$500) in service of a department, issued to a department custodian.
 - **T&E card** - A travel and entertainment card, administered by the Travel office. Please email travel@case.edu for more information.
 - **Wex Fuel Card** - The fuel card assigned to a CWRU fleet vehicle (excludes shuttle buses).
 - **Enterprise Maintenance Card** - The maintenance card assigned to a CWRU fleet vehicle (excludes shuttle buses).
 - **CDEP Cards** - Agency fund cards. CDEP cards are not addressed in this matrix. Contact Student Affairs for more information on CDEP Cards.

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Expense Category	Payment Method				
	PCard	Other Card Types	SmartCart	Requisition	Payment Request
After-the-fact (AFT) invoice payments (AFT invoices should be avoided)				Yes	
Alcohol, travel & entertainment related		T&E Card			
Alcohol, non-travel & entertainment related				Yes	Yes
Animals				Yes	
Automatic Payments/Renewals				Yes	Yes
Capital equipment				Yes	
CIP Projects	Yes	DCard		Yes	
Cash advances					Yes
Cell phone/service					Yes
Chemicals, unregulated/regulated/research			Yes	Yes	
Computers/Electronics			Yes	Yes	Yes
Conference registration	Yes	T&E Card		Yes	Yes
Consultants				Yes	
Controlled substances / Narcotics				Yes	
Copier supplies (bulk)			Yes	Yes	Yes
Donations				Yes	
Drugs, Controlled substances / Narcotics				Yes	
Drugs, Over-the-counter (OTC)				Yes	
Drugs, Prescription				Yes	
Fleet vehicle maintenance or repair		Enterprise Maintenance Card			
Food/Beverage over \$500				Yes	
Food/Beverage under \$500, non-travel related		DCard	Yes	Yes	Yes
Food/Beverage under \$500, travel & ent. related		T&E Card			
Food Trucks				Yes	
Furniture			Yes	Yes	
Gas cylinders			Yes	Yes	
Gasoline - related to T&E		T&E Card			Yes
Gasoline - for CWRU fleet vehicle		Wex Fuel Card			Yes
Gift cards/Gift certificates			Yes	Yes	
Gifts over \$75					
Hazardous materials			Yes	Yes	
Honorariums				Yes	Yes

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Expense Category	Payment Method				
	PCard	Other Card Types	SmartCart	Requisition	Payment Request
Independent contractors				Yes	
Internet (home) - considered a personal expense non-reimbursable. Contact HR for questions.					
Leases/Rentals				Yes	
Office supplies			Yes	Yes	Yes
On-Campus purchases (Bookstore, Fed-Ex at Thwing)				Yes	
Over-the-counter (OTC) drugs				Yes	
Personal purchases - Personal expense non-reimbursable. Contact HR for questions.					
Prescription drugs				Yes	
Printing			Yes	Yes	Yes
Promotional items			Yes	Yes	
Radioactive materials			Yes	Yes	
Services, any kind				Yes	
Services, under \$1,000 AND do not require contract review (must meet both conditions)	Yes			Yes	
Shipping & Handling				Yes	Yes
SmartCART vendor purchases			Yes	Yes	
Software			Yes	Yes	
Store memberships (Costco, BJ's, Sam's Club)				Yes	
Subcontracts, sponsored projects				Yes	
Subscriptions or recurring fees				Yes	
Temporary employment services				Yes	
Travel		T&E Card		Yes	Yes
Web subscriptions				Yes	