



**XAVIER
UNIVERSITY**

**BUY
Matrix**

	XavierBuy or Purchase Requisitions (greater than \$500)	P-Card (less than \$500)	Check Request	Dept. charge/transfer	Independent Contractor Form	Business and Travel Expense Report
701500 Departmental Operating Pool						
701511 Office Supplies except furniture and technology related items	√	√				
701512 Library Supplies	√	√				
701513 Instructional Supplies	√	√				
701514 Laboratory Supplies	√	√				
701516 Printer Suppliers	√	√				
701517 PC Peripheral Supplies	√	√				
701518 PC Media Supplies	√	√				
701519 Medical Supplies	√	√				
701520 Photo Supplies	√	√				
701521 Theater Production Supplies	√	√				
701522 Retreat Supplies	√	√				
701523 Salt Supplies - Physical Plant	√	√				
701524 Chapel Supplies	√	√				
701525 Custodial Supplies	√	√				
701526 Laboratory Gases Supplies	√	√				
701527 Event Supplies	√	√				
701551 Printing	√	√				
701552 High Volume Copying				√		
701553 Copy Machine Charges				√		
701554 Photography		√	√			
701555 Postage				√		
701556 Bulk Mail			√	√		
701557 Bulk Mail - Clearinghouse			√	√		
701558 Mailing Lists		√	√			
701559 Courier/Messenger Services	√	√				
701601 Advertising - Print Media	√	√				
701602 Advertising - TV	√	√				



BUY Matrix

- 701603 Advertising - Radio
- 701604 Advertising - Other
- 701605 Video Productions
- 701651 Long distance telephone
- 701652 incoming 1-800 charge
- 701653 cellular phones **see note 1 below
- 701654 Telecom - other
- 701655 Video Conferencing
- 701771 Rental - bus/van
- 701713 Rental - Equipment
- 701714 Rental - Production Equipment
- 701715 Rental - Furniture
- 701716 Rental - Facilities
- 701731 Lease - Bus/Van
- 701732 Lease - Vehicles
- 701733 Lease - Equipment
- 701734 Lease - Production Equipment
- 701735 Lease - Furniture
- 701736 Lease - Facilities
- 701750 Subscriptions
- 701751 Dues and Memberships
- 701752 Laundry Expense
- 701753 Linen Rental
- 701755 Purchased Premiums (items provided for seminars)
- 701756 Flower/Other Acknowledgements
- 701757 Dept Reference Material
- 701758 Apparel/Uniforms
- 701759 Prizes/Awards

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BUY Matrix

- 701760 Donations
- 701761 Moving Relocation Expense
- 701762 Department/Office Moves
- 701051 Airfare **see note 2
- 702052 Airfare - Team Travel **see note 2
- 702053 Airfare - Recruiting **see note 2
- 702054 Airfare - Scouting ** see note 2
- 702101 Bus/Van Costs
- 702102 Bus/Van Costs - Team Travel
- 702103 Bus/Van Costs - Recruiting ** see note 2
- 702104 Bus/Van Costs - Scouting **see note 2
- 702151 Automobile Rental
- 702152 Automobile Rental - Team Travel
- 702153 Automobile Rental - Recruiting **see note 2
- 702154 Automobile Rental - Scouting **see note 2
- 702201 General University Mileage Reimbursement
- 702202 Mileage Reimbursement - Team Travel
- 702203 Mileage Reimbursement - Recruiting
- 702204 Mileage Reimbursement - Scouting
- 702251 Lodging Costs **see note 2
- 702252 Lodging Costs - Team Travel **see note 2
- 702253 Lodging Costs - Recruiting **see note 2
- 702254 Lodging Costs - Scouting ** see note 2
- 702301 Meals **see note 2
- 702302 Meals - Team Travel **see note 2
- 702303 Meals - Recruiting **see note 2
- 702304 Meals - Scouting **see note 2
- 702351 Other Travel **see note 2

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BUY Matrix

- 702352 Other Travel - Team Travel **see note 2
- 702353 Other Travel - Recruiting **see note 2
- 702354 Other Travel - Scouting **see note 2

- 702402 Conference/Training/Seminar Fee
- 702403 Food/Meals
- 702404 Foodservice - University Contract
- 702405 Training/Safety/Environmental
- 702451 Entertainment Sports Events
- 702452 Entertainment
- 702501 Fuel Expenses - University Vehicles **see note 2

703000 Contracted and Professional Services

- 703001 Instruct - Professional Services
- 703002 Honoraria
- 703003 Lecture Series
- 703004 Bands/Entertainers
- 703005 Consulting Services
- 703006 Installation Services
- 703007 Temp Help - Agencies
- 703008 External Public Safety Services
- 703009 Legal Fees
- 703010 Audit/Tax Fees
- 703011 Investment Management
- 703012 Investment Custodial
- 703013 Trustee Fees
- 703014 Acct/Billing/Collect
- 703015 Photography-Professional Services

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BUY Matrix

- 703016 Athletic Officials
- 703017 Other Professional Services
- 708018 Contract Medical Services

704001 Cost of Goods Sold

- 704002 Resell Printing Supplies
- 704003 Resell Paper Supplies
- 704004 Resell Contract Services
- 704005 Resell Postage
- 704006 Resell Other Goods
- 704007 Resell Food Service
- 704008 Resell Long Distance
- 704009 Resale Food- Dining Dollars

704050 COGS-Cintas Only

- 704051 Resale Advertising-Newspapers
- 704052 Resale Advertising-Radio
- 704053 Resale Other Misc Expenditures
- 704054 Resale City Taxes
- 704055 Resale Staff Food
- 704056 Resale Bands/Entertainers
- 704057 Resale Ext Pub Saf Serv-Nrwd Pol
- 704058 Resale Oth Prof Serv-Rigging, Peer
- 704059 Resale Security
- 704060 Resale Contract Serv-Food Service
- 704061 Resale Other Goods
- 704062 Resale Contract Cleaning
- 704063 Resale Phone Charges

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BUY Matrix

- 705044 HVC Repairs
- 705045 Tel-Maint/Wiring
- 705046 Cable TV
- 705047 Irrigation
- 705048 Pest Control
- 705049 Window Cleaning
- 705050 Carpet Cleaning
- 705051 Blind Cleaning
- 705052 Waste Collection
- 705053 Hardscape

706050 Non Recurring Equipment

- 706101 Furniture and Fixtures
- 706102 Instruments and Apparatus
- 706103 Computer Equipment
- 706104 Software
- 706105 Printers
- 706106 Telecommunication Equipment
- 706107 Athletic Equipment
- 706108 Network Equipment
- 706109 Machinery-Implements
- 706110 Vehicles
- 706111 Production Equipment
- 706112 Other

711000 CONSTRUCTION PHASE

- 711201 General Requirements
- 711220 Site Work

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The Procurement Card **may not** be used for the following purchases:

1. Any single purchase exceeding the Cardholder's pre-established transaction dollar limit (including freight and handling)
2. Personal use
3. Capital Purchases
4. Controlled substances and prescription drugs
5. Laboratory animals and animal related expenses
6. Radioactive and hazardous materials
7. Patient care products and equipment
8. Cash advances
9. Contract services (including consulting services and professional services)
10. Cash refunds for returned card purchases
11. Products and Services excluded by the funding agency, when applicable.