

### EMORY COMMODITY MATRIX

The Emory Commodity Matrix guides University faculty and staff in determining how to acquire and/or pay for the most commonly ordered equipment, supplies and services.

**Preferred Method :** Every effort should be used to obtain goods and services with this process first

**Secondary Method:** Use when the Preferred method is not available

**Check Request Form:** Appropriate when supplier does not accept credit cards

| Products or Services<br>(Click on Colored Squares Below -<br>They are Links to Details) | Emory Express              |                    | Purchasing<br>Card            | Compass<br>Payment Request | Compass T & E<br>(Corporate Card)                                  |
|---|----------------------------|--------------------|-------------------------------|----------------------------|--|
| Commodity Index   | Requisition/Purchase Order | Check Request Form | P-Card<br>(limit \$1,499)     | Payment to Individuals     | Reimbursement for Personal<br>Funds and Corporate Card<br>Expenses |
| Advertising   | Preferred                  |                    | Secondary                     |                            |  |
| Airfare - Travel Agency   |                            |                    |                               |                            | Preferred  |
| Airport Parking   |                            |                    |                               |                            | Preferred  |
| Alcohol - Meals   |                            |                    |                               |                            | Preferred  |
| Alcohol - Wine & Spirits for Events   |                            |                    | Pre-Authorization<br>Required |                            |  |
| Art and Antiquities   | Preferred                  | Secondary          |                               |                            |  |
| Association Memberships-Professional  |                            |                    | Preferred                     |                            | Preferred  |
| Athletic Products   | Preferred                  |                    |                               |                            |  |
| Audio-Visual Services   | Preferred                  |                    |                               |                            |  |
| Auto Parts  | Preferred                  |                    |                               |                            |  |
| Awards/Scholarships/Stipends/Fellowships  |                            |                    |                               | Pre-determination required |  |
| Benefit Payments - email <a href="mailto:actspay@emory.edu">actspay@emory.edu</a>       |                            |                    |                               |                            |  |
| Biosafety Cabinets Laminar Flow Hoods/<br>Certification Process                         | Preferred                  |                    |                               |                            |  |
| Books & Periodicals   |                            |                    | Secondary                     |                            | Preferred  |
| Books & Periodicals for University Libraries  | Preferred                  | Secondary          |                               |                            |  |
| Bus Services (chartered)  | Preferred                  | Secondary          |                               |                            |  |
| Business Meals & Related Food and Drink   |                            |                    |                               |                            | Preferred  |
| Car for Hire (Limo, Van, Taxi, Shuttle)   | Secondary                  |                    | Preferred                     |                            | Preferred  |
| Car for Hire for Guest Transport<br>(Limo, Van, Taxi, Shuttle)                          | Secondary                  |                    | Preferred                     |                            | Secondary  |
| Car Rental (individual)   |                            |                    |                               |                            | Preferred  |
| Catering (Emory in-house)<br>Pay method: Direct Bill                                    |                            |                    |                               |                            |  |
| Catering Services   | Preferred                  |                    | Secondary                     |                            | Secondary  |
| Cell Phones & Smart phones /<br>Non-Verizon 100% Business                               |                            |                    | Preferred                     |                            |  |
| Cell Phones & Smart phones/Verizon only -<br>Pay Method: Centrally billed to Emory      |                            |                    |                               |                            |  |
| Cell Phones, Pagers & Paging Service -<br>Partial Reimbursement                         |                            |                    |                               |                            | Personal Funds Only  |
| Charities/Charitable Donations (Non-Conference<br>Registration)                         |                            | Secondary          | Preferred                     |                            | Preferred  |
| Coffee, Water and Tea Service   |                            |                    | Preferred                     |                            |  |
| Computer/Printers/Software  | Preferred                  |                    |                               |                            | See "Note" at bottom of chart                                      |
| Conference Calls  |                            |                    | Preferred                     |                            | Secondary  |

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| Consulting - Firms, Companies   | Preferred                  | Secondary          |                           |                            |  |
| Consulting - Individual Contractors   |                            |                    |                           | Preferred                  |  |
| Controlled Substances   | Preferred                  |                    |                           |                            |  |
| Copier/Print Leases   | Preferred                  |                    |                           |                            |  |
| Copy, Printing Services - Off campus  | Secondary                  |                    | Preferred                 |                            | See "Note" at bottom of chart                                      |
| Copy, Print and Document Services at Emory -<br>Payment Method: Direct Bill             |                            |                    |                           |                            |  |
| Courier Services  |                            |                    | Preferred                 |                            | See "Note" at bottom of chart                                      |
| Department of Homeland Security - Dept. of<br>Homeland Security Form/Emory Express      |                            |                    |                           |                            |  |
| Departmental Subscriptions  |                            |                    | Preferred                 |                            | See "Note" at bottom of chart                                      |
| Document Retention Services   |                            |                    | Preferred                 |                            |  |
| Emory Book Store - Direct Bill available  |                            |                    |                           |                            | Preferred  |
| Emory Brochures   | Preferred                  |                    |                           |                            |  |
| Emory Document Services - Direct Bill Preferred   |                            |                    | Secondary                 |                            | Secondary  |
| Emory Graphic Design Services-Direct Bill   |                            |                    |                           |                            |  |
| Emory Mail Services - Pay Method: Direct Bill   |                            |                    |                           |                            |  |
| Emory Photography   | Preferred                  |                    |                           |                            |  |
| Emory Stationery needs  | Preferred                  |                    |                           |                            |  |
| Enterprise Van Rentals  |                            |                    | Preferred                 |                            | Secondary  |
| Entertainment - Events, Tickets, etc.   |                            |                    |                           |                            | Preferred  |
| Floral Arrangements - Events  |                            |                    | Preferred                 |                            | Secondary  |
| Floral Arrangements - Sympathy  |                            |                    | Preferred                 |                            |  |
| Furniture   | Preferred                  |                    |                           |                            |  |
| Gas for Rental Car  |                            |                    |                           |                            | Preferred  |
| Gift Cards - Employee/Student<br>(Report to Payroll)                                    | Preferred                  |                    |                           |                            |  |
| Gift Cards - Study Participants   | Preferred                  |                    |                           |                            |  |
| Government Fees/Tax Payments  |                            | Preferred          |                           |                            |  |
| Honorariums - Individuals   |                            |                    |                           | Preferred                  |  |
| Hotel/Lodging   |                            |                    |                           |                            | Preferred  |
| Instructors - Non-employees   |                            |                    |                           | Preferred                  |  |
| Internet Access - Home  |                            |                    |                           |                            | Personal Funds Only  |
| Lab/Research Goods and Services   | Preferred                  |                    |                           |                            |  |
| Laundering Services (Lab Coats)   | Preferred                  |                    | Secondary                 |                            |  |
| Legal Payments  |                            | Preferred          |                           |                            |  |
| Linen Rental Services   |                            |                    | Preferred                 |                            |  |

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| Mail Services and Shipping - Off Campus  |                            |                    |                              |                            | Preferred  |
| Maintenance and Repair Operations  | Preferred                  |                    |                              |                            |  |
| Maintenance Program for Lab and Scientific<br>Equipment                                  | Preferred                  |                    |                              |                            |  |
| Meals - Individual   |                            |                    |                              |                            | Preferred  |
| Memberships (professional associations)  |                            |                    | Preferred                    |                            | Preferred  |
| Moving Expense paid by individuals to be<br>reimbursed - <b>Contact Payroll @ 7.6100</b> |                            |                    |                              |                            |  |
| Moving/Relocation expense to supplier  | Preferred                  |                    |                              |                            |  |
| Office Supplies  | Preferred                  |                    |                              |                            | See "Note" at bottom of chart                                      |
| Outsourcing Established Agreements (Food<br>Services, Construction, Parking)             |                            | Preferred          |                              |                            |  |
| Outsourcing - New Agreements   | Preferred                  |                    |                              |                            |  |
| Package Shipping - Other   |                            |                    | Preferred                    |                            | See "Note" at bottom of chart                                      |
| Package Shipping - FedEx - <b>Pay Method:<br/>Centrally billed to Emory</b>              |                            |                    |                              |                            |  |
| Parking/Tolls  |                            |                    |                              |                            | Preferred  |
| Picture Frames, Awards, etc.   | Secondary                  |                    | Preferred                    |                            |  |
| Postage for mass mailings (generally paid to<br>printer)                                 |                            | Preferred          |                              |                            | Secondary  |
| Postage Meter Service Request (Emory) - <b>Pay<br/>Method: Direct Bill</b>               |                            |                    |                              |                            |  |
| Postage Meter in Department  |                            | Preferred          |                              |                            |  |
| Printing, Copy and other Document Services   | Preferred (\$1,500 & more) |                    | Preferred (limit<br>\$1,499) |                            | Secondary  |
| Professional Services - Firms. Companies   | Preferred                  |                    |                              |                            |  |
| Professional Services - Independent contractors<br>(individuals)                         |                            |                    |                              | Preferred                  |  |
| Promotional Items  | Preferred                  |                    |                              |                            |  |
| Radioactive Materials  | Preferred                  |                    |                              |                            |  |
| Records/Documents Storage  |                            |                    | Preferred                    |                            |  |
| Refunds to Individuals   |                            |                    |                              | Preferred                  |  |
| Refunds to Other Organizations   |                            | Preferred          |                              |                            |  |
| Registrations - Groups   |                            |                    | Preferred                    |                            | Secondary  |
| Registrations - Individuals  |                            |                    | Secondary                    |                            | Preferred  |
| Relocation & Housing - Emory Paid to Company   | Preferred                  |                    |                              |                            |  |
| Rent (Recurring) - email <a href="mailto:actspay@emory.edu">actspay@emory.edu</a>        |                            |                    |                              |                            |  |

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| Scholarship/Stipends/Fellowships/Awards   |                            |                    |                           | Preferred or Payroll       |  |
| Shipping - FedEx - Pay Method: Centrally billed to Emory                                |                            |                    |                           |                            |  |
| Shipping - Non-FedEx  |                            |                    | Preferred                 |                            |  |
| Snacks for Department   |                            |                    | Preferred                 |                            | Secondary  |
| Space rental - events, hotels   |                            | Secondary          |                           |                            | Preferred  |
| Storage - Rental  |                            |                    | Preferred                 |                            |  |
| Study Participants  |                            |                    |                           | Preferred                  |  |
| Subscriptions (Department)  |                            |                    | Preferred                 |                            | Secondary  |
| Sub Awards for Research   | Preferred                  |                    |                           |                            |  |
| Supply Center - Freezers  | Preferred                  |                    |                           |                            |  |
| Surplus/Recycling & Emory Dept. Moves -<br>Contact Campus Services (7.7463)             |                            |                    |                           |                            |  |
| Uniforms/Professional Work Wear   | Preferred                  |                    |                           |                            |  |
| Utility Bills (Water, Electricity, Cable, Telephone, Garbage)                           |                            | Preferred          |                           |                            |  |
| Van Rentals (Enterprise)  |                            |                    | Preferred                 |                            | Secondary  |
| Vehicle Rentals   |                            |                    |                           |                            | Preferred  |
| Visa expediting services (Passport)   |                            | Preferred          |                           |                            |  |

**Note:** Computer Supplies, office supplies, other similar supplies, and services should only be obtained through the Preferred method listed above. However, when traveling or a similar situation precludes that option the supplies and services may be obtained with personal funds or on the Emory Corporate Card, and included in the reimbursement process.