

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 (Click on Colored Squares Below - They are Links to Details) | Emory Express | | Purchasing Card | Compass Payment Request | Compass T & E (Corporate Card) |
|---|----------------------------|--------------------|-------------------------------|----------------------------|--|
| Commodity Index | Requisition/Purchase Order | Check Request Form | P-Card (limit \$1,499) | Payment to Individuals | Reimbursement for Personal Funds and Corporate Card Expenses |
| Advertising | Preferred | | Secondary | | |
| Airfare - Travel Agency | | | | | Preferred |
| Airport Parking | | | | | Preferred |
| Alcohol - Meals | | | | | Preferred |
| Alcohol - Wine & Spirits for Events | | | Pre-Authorization 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 actspay@emory.edu | | | | | |
| Biosafety Cabinets Laminar Flow Hoods/ C | 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 | Secondary | | Preferred | | Secondary |
| Car Rental (individual) | | | | | Preferred |
| Catering (Emory in-house) Pay method: Direct Bill | | | | | |
| Catering Services | Preferred | | Secondary | | Secondary |
| Cell Phones & Smart phones / Non-Verizon 100% Business | | | Preferred | | |
| Cell Phones & Smart phones/Verizon only - Pay Method: Centrally billed to Emory | | | | | |
| Cell Phones, Pagers & Paging Service - Partial Reimbursement | | | | | Personal Funds Only |
| Charities/Charitable Donations (Non-Conference Registration) | | Secondary | Preferred | | Preferred |
| Coffee, Water and Tea Service | | | Preferred | | |
| Computer/Printers/Software | Preferred | | | | See "Note" at bottom of chart |
| Conference Calls | | | Preferred | | Secondary |
| Consulting - Firms, Companies | Preferred | Secondary | | | |
| Consulting - Individual Contractors | | | | Preferred | |

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| 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 - Payment Method: Direct Bill | | | | | |
| Courier Services | | | Preferred | | See "Note" at bottom of chart |
| Department of Homeland Security - Dept. of 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 Campus Services/Graphic Design Services | | | | | |
| 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 (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 |
| Laundering Services (Lab Coats) | Preferred | | Secondary | | |
| Legal Payments | | Preferred | | | |
| Linen Rental Services | | | Preferred | | |
| Mail Services and Shipping - Off Campus | | | | | Preferred |
| Maintenance and Repair Operations | Preferred | | | | |

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| Commodity Index | Requisition/Purchase Order | Check Request Form | P-Card (limit \$1,499) | Payment to Individuals | Reimbursement for Personal Funds and Corporate Card Expenses |
| Maintenance Program for Lab and Scientific Equipment | Preferred | | | | |
| Meals - Individual | | | | | Preferred |
| Memberships (professional associations) | | | Preferred | | Preferred |
| Moving Expense paid by individuals to be reimbursed - Contact Payroll @ 7.6100 | | | | | |
| Moving/Relocation expense to supplier | Preferred | | | | |
| Office Supplies | Preferred | | | | See "Note" at bottom of chart |
| Outsourcing - Established Agreements (Food Services, Construction, Parking) | | Preferred | | | |
| Outsourcing - New Agreements | Preferred | | | | |
| Package Shipping - Other | | | Preferred | | See "Note" at bottom of chart |
| Package Shipping - FedEx - Pay Method: Centrally billed to Emory | | | | | |
| Parking/Tolls | | | | | Preferred |
| Picture Frames, Awards, etc. | Secondary | | Preferred | | |
| Postage for mass mailings (generally paid to printer) | | Preferred | | | Secondary |
| Postage Meter Service Request (Emory) - Pay Method: Direct Bill | | | | | |
| Postage Meter in Department | | Preferred | | | |
| Printing, Copy and other Document Services | Preferred (\$1,500 & more) | | Preferred (limit \$1,499) | | Secondary |
| Professional Services - Firms, Companies | Preferred | | | | |
| Professional Services - Independent contractors (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 actspay@emory.edu | | | | | |
| Scholarship/Stipends/Fellowships/Awards | | | | Preferred or Payroll | |
| Shipping - FedEx - Pay Method: Centrally billed to Emory | | | | | |

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| 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 - 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.