

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 - Contact Customer Care at 7.5400					
Biosafety Cabinets Laminar Flow Hoods/ 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 (Limo, Van, Taxi, Shuttle)	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/Donations (Non-Conference Registration)		Preferred			
Coffee, Water and Tea Service			Preferred		
Computer/Printers/Software	Preferred				See "Note" at bottom of chart

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Conference Calls			Preferred		Secondary
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 - 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 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 (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			

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Linen Rental Services			Preferred		
Mail Services and Shipping - Off Campus					Preferred
Maintenance and Repair Operations	Preferred				
Maintenance Program for Lab and Scientific Equipment	Preferred				
Meals - Individual					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				

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Rent (Recurring) - Contact Customer Care @ 7-5400					
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 - 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.