

UNIVERSITY OF ILLINOIS REQUIREMENTS

Steps to make a purchase:

- **Purchased via a PO**
 - **A quote is needed and must be dated within 30 days. It can be in email, a price sheet, or official quote.**
 - **Once the PO number is received, the item can be ordered or service can start**

If faculty purchased and need reimbursement you must determine if their reimbursement is allowable. (see document below)

How to make purchases if they cannot be purchased with a Pcard and they require a PO:

- **“Any procurement of services requires a purchase order (PO) to be in place **BEFORE** any work commences. It can take a more than a month to work with the various university departments that need to review and approve a PO. Please be sure to contact your department’s office support with ample time to complete the request for PO. Two months is recommended.”**

This includes:

- using an editor or proofreader for manuscripts or other scholarly works
 - purchasing any type of service or product that requires a signature or agreement of terms
 - paying an “honorarium” to a person if they want the funds paid to their corporation and not to them as an individual
 - paying for a performer of any type
 - paying for a photographer
- **What information is needed to request a PO**
- **Vendor name** – office staff will check if vendor is in Banner, if vendor is not (or information is outdated) they will need to fill out a vendor information form before the PO can be requested
 - **Quote from within the past 30 days- This can be a price sheet, email, official quote. Please make sure the quote does not reference the word “invoice.”**

What can employees purchase for reimbursement (beyond travel expenses and business meals):

- **Membership to Professional Organizations** - Employee memberships in professional organizations are allowable when the memberships benefit system business purposes and/or the employee's job-related activities. Memberships are normally paid on a yearly basis. Memberships that exceed three years must be approved as an exception.
- **General office supplies**
- **Books for research purposes**
- **Subscriptions to journals (yearly basis)**
- **Ask your office support or LAS Service Center if you have something else in mind, and we can confirm before you are out non-reimbursable funds!**

What cannot be purchased for reimbursement:

- **Any services (editing, indexing, photography, or use of photography, etc.)**
- **Any purchase that requires a signature/agreement to terms or conditions**
 - This includes online services that you pay subscriptions for
- **Honoraria (these need to be paid directly to the individual to be paid)**
- **Items from Amazon, Sam's, Costco, or any store you must join with a membership**
- **Software, Online Electronic Services (anything you sign into over the internet).**
- **Items that will be given to students as gifts**
- **For anything that is [Prohibited & Restricted on P-Card Purchases](#)**
- **Tax**
- **Items that do not have itemized receipt**
- **For any item the university has a current contract. It is best to ask LAS service center if unsure.**
 - "These partnerships cover a variety of suppliers and the corresponding goods and services required for the daily operation of a large University of Illinois System, encompassing [Procurement Contracts Search](#), [Campus Stores](#), and Diversity Suppliers as well as a number of individual suppliers that provide beneficial agreements for a unique or specific campus need." [Suppliers](#)
 - [Strategic Contracts and Awards](#)

What are honoraria for:

- Token of gratitude for activities for which custom or propriety precludes a price to be set.
 - **Examples:** A minister or cleric providing an invocation; a distinguished alumnus invited to make brief remarks at the dedication of a new university facility; an individual participating as a judge in a contest; or a Supreme Court Justice invited to judge a moot court competition.

- Award to an individual for special achievement, or renown for participation in (excluding leading or conducting) a short-term activity or event that is of an educational, research, or public service nature and no specific deliverable or specific result is requested or expected.
 - **Examples:** Guest lecturers; reading of papers; participating in workshops and seminars; presenting research results, an address, or a speech; or an invited noted international scholar participating in a scientific symposium

How to issue Honoraria:

- Vendor will need to be in the Banner system before payment. Please talk to office support or LAS service center on how to get this paperwork started
- **Not allowable to University of Illinois System employees or students**
- **Only to individuals, not to a business entity.** Payment to business entity needs a purchase order.
- **Honorariums/reimbursements to Foreign Nationals cannot be paid to visitors on certain visas.**
 - Special paperwork is needed to issue honorariums/reimbursements to foreign national visitors who can receive payments.
- If a deliverable is expected, then no Honoraria can be issued