



# KENNESAW STATE UNIVERSITY

OFFICE OF FISCAL SERVICES  
Procurement and Payment Services

## Allowable Cost Matrix

Last Updated 2/26/24

TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODE 10000	GEN OPS TUITION FUND CODE 10500	GEN OPS FEES FUND CODE 10600	AUX SVCS OPERATING FUND CODES 12xxx	STUDENT ACTIVITIES FUND CODE 13000	DEPT SALES & SERVICES DSS FUND CODES 14xxx	INDIRECTS Earned from overhead on grants FUND CODES 15XXX	TECHNOLOGY FEES FUND CODES 16xxx Purchases must be technology related and student reaching	GRANTS AND RESTRICTED FUNDS FUND CODES 20xxx Expenditure must match purpose or mission of grant	CUSTODIAL / AGENCY FUND CODES 6xxxx	KSU FOUNDATION	KSURSF	ATHLETIC ASSOCIATION	PURCHASING METHOD(S)  (P) = Preferred Method when more than one option is provided.
<b>Advertising - 7272xxx</b> (Media/Classified/Promotional)	YES	YES	YES	YES	YES	YES	YES	NO	YES Only if allowed by Grant/Program	YES	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Alcoholic Beverages- Educational - 714102</b> (Classroom & Academic Programs)  <b>USG BPM Section 19.8</b>	Only if directly linked to credit course or program. Must be listed in syllabus.	Only if directly linked to credit course or program. Must be listed in syllabus.	Only if directly linked to credit course or program. Must be listed in syllabus.	NO	NO	Only if directly linked to credit course or program. Must be listed in syllabus.	Only if directly linked to credit course or program. Must be listed in syllabus.	NO	Only if directly linked to credit course or program. Must be listed in syllabus.	NO	YES If allowable and approved per KSU Foundation Guidelines	NO	NO	(P) KSUF Blackbaud Payment Request (up to \$2,499.99) Purchase Order* (\$2,500+)
<b>Alcoholic Beverages- Entertainment</b>  <b>USG BPM Section 19.8</b>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES If allowable and approved per KSU Foundation Guidelines	YES Only if allowed by KSURSF Fund.	NO	(P) KSUF Blackbaud KSURSF
<b>Appliances for Employee/Visitor Use in Office Breakroom or Common Space - 743xxx or 843xxx</b> (i.e. Stove, Oven, Microwave, Refrigerator, Coffee Maker, Toaster, Keurig, etc) Does NOT include supplies after initial purchase.	YES Must be in common use area	YES Must be in common use area	YES Must be in common use area	YES Must be in common use area	YES Must be in common use area for students	YES Must be in common use area	YES Must be in common use area	NO	NO	NO	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Appliances for Laboratory or Research Use - 743xxx or 843xxx</b>	YES	YES	YES	YES	NO	YES	YES	YES	YES Only if allowed by Grant/Program	NO	YES	YES	NO	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Application Fees - College</b> (employee applying to a college)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
<b>Cable TV - 771700</b> (business related purpose)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	YES	Only if allowed by KSURSF Fund.	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Campus Service Centers</b> (i.e. Printing & Copying, Telecomm, etc) Parking is not an acceptable use of public funds.	YES	YES	YES	YES	YES	YES	YES	YES	YES Only if allowed by Grant/Program	YES	YES	YES	YES	(P) GL Simple Journal Entry KSUF Blackbaud KSURSF KSUAA
<b>Chamber of Commerce Dues/Membership</b> <b>USG BPM Section 19.3</b>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	Only if allowed by KSURSF Fund.	NO	(P) KSUF Blackbaud KSURSF
<b>Citations, Fines &amp; Penalties</b> (Employee, Visitors, Students, Etc)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
<b>Clothing for employees - 7142xx</b> (Clothing with KSU Logo used in official University capacity; Collared, Button Down or Golf Shirt, Sweater, Vest, Outerwear, etc)  <b>USG BPM 5.3.17.1.1</b>	Only if required by mgmt to wear and follows the value and frequency limits. USG BPM 5.3.17.1.1	Only if required by mgmt to wear and follows the value and frequency limits. USG BPM 5.3.17.1.1	Only if required by mgmt to wear and follows the value and frequency limits. USG BPM 5.3.17.1.1	Only if required by mgmt to wear and follows the value and frequency limits. USG BPM 5.3.17.1.1	Only if required by mgmt to wear and follows the value and frequency limits. USG BPM 5.3.17.1.1	Only if required by mgmt to wear and follows the value and frequency limits. USG BPM 5.3.17.1.1	Only if required by mgmt to wear and follows the value and frequency limits. USG BPM 5.3.17.1.1	NO	YES Only if allowed by Grant/Program	Only if required by mgmt to wear and follows the value and frequency limits. USG BPM 5.3.17.1.1	Only if employee required by mgmt to wear clothing - limited to \$50 per calendar year per employee - KSU Design approval required	Only if required by mgmt to wear and follows the value and frequency limits. USG BPM 5.3.17.1.1	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>College Work Study - 723xxx</b>	YES	YES	YES	YES	YES	YES	YES	NO	YES Only if allowed by Grant/Program	NO	YES Must be approved and processed through the University	NO	YES	(P) KSU Payroll

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Commencement Regalia	Only allowable if Faculty member required to wear in Official Capacity and KSU owned.	Only allowable if Faculty member required to wear in Official Capacity and KSU owned.	Only allowable if Faculty member required to wear in Official Capacity and KSU owned.	NO	NO	NO	NO	NO	Only if allowed by Grant/Program	NO	NO	NO	NO	Payment Request (up to \$2,499.99) Purchase Order* (\$2,500+) P-Card (must follow transaction limits)
Commencement Stoles for Students	NO	NO	NO	Only if included as part of the program or club fees.	Only if included as part of the program or club fees.	Only if included as part of the program fees.	NO	NO	Only if allowed by Grant/Program	Only if allowed by Custodial Agreement	Only if allowed by KSU Foundation Fund.	Only if allowed by KSURSF Fund.	Only if allowed by ATH Association.	Payment Request (up to \$2,499.99) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Computer Charges - 771800 (Internal, Maintenance, Internet) *Cannot reimburse personal computer expenses	YES	YES	YES	YES	YES	YES	YES	YES	YES Only if allowed by Grant/Program	NO	Only if allowed by KSU Foundation Fund.	YES Only if allowed by KSURSF Fund.	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Computers - 744xxx or 8433xx (Purchase of computers) *Cannot reimburse personal computer expenses	YES	YES	YES	YES	YES	YES	YES	YES	YES Only if allowed by Grant/Program	Only if allowed by Custodial Agreement	YES Must follow KSU policies and process through KSU first	YES Only if allowed by KSURSF Fund.	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Conference Registrations - 727110 (students must be presenting or receiving an award to be eligible) Travel Policies	YES	YES	YES	YES	YES	YES	YES	NO	YES Only if allowed by Grant/Program	YES	YES Must follow KSU policies	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Credit Card Fees - 727140	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	NO	YES	YES	P-Card
Decorations - 714100 (i.e. Flowers, Ballons, Table Cloths, Glassware, Table Rental, Chair Rental, etc. related to official speakers and events and not entertainment)	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	NO	YES Only if allowed by Grant/Program	YES	YES	YES Only for official Institute business and events	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Donations to Charitable Organizations	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES Must have a direct connection to organization	YES Under specific conditions related to KSURSF's mission	NO	(P) KSUF Blackbaud KSURSF
Employee Relocation - 565100 - Payroll (moving companies, temporary housing, housing allowance, etc.) HR Policy	YES Pay via KSU Payroll	YES Pay via KSU Payroll	YES Pay via KSU Payroll	YES Pay via KSU Payroll	NO	YES Pay via KSU Payroll	YES Pay via KSU Payroll	NO	YES Only if allowed by Grant/Program	NO	YES Must be processed through KSU / Payroll first	YES, under specific conditions related to KSURSF's mission	YES	(P) KSU Payroll
Employee Tuition Reimbursement - 557100 Payroll HR Policy	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by KSU Foundation Fund.	Only if allowed by KSURSF Fund.	NO	(P) KSU Payroll
Entertainment for student event and/or related to academic program (DJ, Band, Music Group, Speaker, etc.) USG BPM Section 24.3	NO	NO	NO	NO	YES	YES Only if directly linked to credit course, program or event.	NO	NO	NO	YES Only if allowed by Custodial Agreement	Only if allowed by KSU Foundation Fund.	Only if allowed by KSURSF Fund.	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Equipment > \$4,999 - 843xxx	YES	YES	YES	YES	YES	YES	YES	YES	Only if allowed by Grant/Program	Only if allowed by Custodial Agreement	YES Must be processed through KSU first	YES	YES	(P) Purchase Order* (\$2,500+) KSURSF KSUAA
Equipment between \$3,000 - \$4,999 - 743200, 743500, or 744200	YES	YES	YES	YES	YES	YES	YES	YES	Only if allowed by Grant/Program	Only if allowed by Custodial Agreement	YES Must be processed through KSU first	YES	YES	(P) Purchase Order* (\$2,500+) KSURSF KSUAA

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Fan or Heater - Authorized by Building Management to regulate Office Temperature	YES	YES	YES	YES	YES	YES	YES	NO	NO	Only if allowed by Custodial Agreement	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Fan or Heater for Individual Employee Use	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
Fellowships - 782100	NO	NO	NO	NO	NO	NO	NO	NO	YES Only if allowed by Grant/Program	NO	YES Dean and Financial Aid approval req'd	Only if allowed by KSURSF Fund.	NO	(P) KSU Financial Aid Office
Food/Beverage - Off the Shelf - 714100 (i.e. purchased from grocery or retail store)	Only if allowed per USG BPM section 19.7 and 19.8	Only if allowed per USG BPM section 19.7 and 19.8	Only if allowed per USG BPM section 19.7 and 19.8	Only if allowed per USG BPM section 19.7 and 19.8	Only if allowed per USG BPM section 19.7 and 19.8	Only if allowed per USG BPM section 19.7 and 19.8	Only if allowed per USG BPM section 19.7 and 19.8	NO	Only if allowed by Grant/Program and USG BPM section 19.7 and 19.8	Only if allowed by Custodial Agreement	Only if allowed by KSU Foundation Fund.	Only if allowed by KSURSF Fund.	Only if allowed by ATH Association.	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Food/Meals: Classroom & Academic Programs - 727500 Food that is an integral part of the instructional methodology (includes students and employees whose participation is required). Examples: Food purchases for students in a food appreciation, cooking or foods and nutrition course, including a continuing education course.  KSU Guidelines for Food Purchases USG BPM Sections 19.8.1 and 19.8.2	Only for credit courses & Institute research activities. See BPM Sections 19.8.1 and 19.8.2.	Only for credit courses & Institute research activities. See BPM Sections 19.8.1 and 19.8.2.	Only for credit courses & Institute research activities. See BPM Sections 19.8.1 and 19.8.2.	NO	NO	Only for credit courses & Institute research activities. See BPM Sections 19.8.1 and 19.8.2.	Only for credit courses & Institute research activities. See BPM Sections 19.8.1 and 19.8.2.	NO	Only if allowed by Grant/Program and USG BPM section 19.7 and 19.8	NO	Only if allowed by KSU Foundation Fund.	Only if allowed by KSURSF Fund.	NO	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Food/Meals: Conferences & Workshops - 727500 (includes conference & workshop participants- predominantly non-USG) KSU Guidelines for Food Purchases	NO	NO	NO	NO	NO	YES	NO	NO	Only if allowed by Grant/Program	Only if allowed by Custodial Agreement	Only if allowed by KSU Foundation Fund.	Only if allowed by KSURSF Fund.	NO	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Food/Meals: Contract/Performer Hospitality - 727720 (Events that provide food for performers as required per the terms of a contract agreed upon by KS. The event must be in conjunction with a sponsored KSU event.) USG BPM Section 24.3	NO	NO	NO	NO	YES Contract must specify food/catering requirement	YES Contract must specify food/catering requirement	NO	NO	Only if allowed by Grant/Program	Only if allowed by Custodial Agreement	Only if allowed by KSU Foundation Fund.	Only if allowed by KSURSF Fund.	YES	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Food/Meals: Educational or Business Meetings, Primarily Non-KSU/USG Employees 727720 (Meetings to conduct KSU business involving predominantly non-employees and the meal is an integral part of the meeting. Can include students, volunteers, and employees whose participation is required)  USG BPM Section 19.8.3 Per diem limits apply	Only if allowed per USG BPM section 19.8.3.  Food Documentation Form Req'd	Only if allowed per USG BPM section 19.8.3.  Food Documentation Form Req'd	Only if allowed per USG BPM section 19.8.3.  Food Documentation Form Req'd	Only if allowed per USG BPM section 19.8.3.  Food Documentation Form Req'd	NO	YES Only if allowed per USG BPM section 19.8.3.  Food Documentation Form Req'd	NO	NO	Only if allowed by Grant/Prgrm.  Per diem limits apply. Food Documentation Form Req'd	Only if allowed by Custodial Agreement.  Per diem limits apply. Food Documentation Form Req'd	Only if allowed by KSU Foundation Fund.	Only if allowed by KSURSF Fund.	YES	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Food/Meals: Employee Group Meals - 727710 (Training workshops, staff/faculty meetings, includes employees and non-employees whose participation is required.)  KSU Guidelines for Food Purchases USG BPM Section 19.7 Per diem limits apply	YES Only if allowed per USG BPM Section 19.7.  Pre-approval and Food Documentation Form req'd	YES Only if allowed per USG BPM Section 19.7.  Pre-approval and Food Documentation Form req'd	YES Only if allowed per USG BPM Section 19.7.  Pre-approval and Food Documentation Form req'd	YES Only if allowed per USG BPM Section 19.7.  Pre-approval and Food Documentation Form req'd	YES Only if allowed per USG BPM Section 19.7.  Pre-approval and Food Documentation Form req'd	YES Only if allowed per USG BPM Section 19.7.  Pre-approval and Food Documentation Form req'd	YES Only if allowed per USG BPM Section 19.7.  Pre-approval and Food Documentation Form req'd	NO	YES Only if allowed by Grant/Prgrm. Per diem limits apply. Food Documentation Form Req'd	Only if allowed by Custodial Agreement. Per diem limits apply. Food Documentation Form Req'd	YES	Only if allowed by KSURSF Fund.	YES	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA

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<b>Food/Meals: Employee Meals while on Official Travel Status - 641130 or 641230</b> <b>Travel Policies</b> <i>Per diem limits apply</i>	YES Must comply with travel policies and meal per diem limits	YES Must comply with travel policies and meal per diem limits	YES Must comply with travel policies and meal per diem limits	YES Must comply with travel policies and meal per diem limits	YES Must comply with travel policies and meal per diem limits	YES Must comply with travel policies and meal per diem limits	YES Must comply with travel policies and meal per diem limits	NO	Only if allowed by Grant/Program. Must comply with travel policies and meal per diem limits	Only if allowed by Custodial Agreement. Must comply with travel policies and meal per diem limits	Only if allowed by KSU Foundation Fund.	Only if allowed by KSURSF Fund.	YES	(P) Concur TMS (Employee)
<b>Food/Meals: Business Entertainment Meals or Extraordinary Development</b> (Retreats, stewardship, donor cultivation, receptions for professional milestone/achievement, faculty recruitment entertainment) <b>USG BPM Section 19.8</b>	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by Grant/Program	Only if allowed by Custodial Agreement	Only if allowed by KSU Foundation Fund. Per diem rates DO NOT apply. Pay directly from Foundation	Only if allowed by KSURSF Fund. Per diem rates DO NOT apply. Pay directly from KSURSF	Only if allowed by KSUAA	(P) KSUF Blackbaud KSURSF
<b>Food/Meals: Sanctioned Student Events - 727730</b> (Events sponsored by recognized student groups and other campus events open to the general student body and designed to further the development and education of students. Ex: concert, variety show/event, performances, coffee hour) <b>USG BPM Section 19.8</b> <i>Per diem limits apply</i>	NO	NO	NO	YES	YES	YES	NO	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Food/Meals: Student Recruiting Events - 727720</b> (includes students, potential students, parents, guardians, volunteers and employees whose participation is required) <b>USG BPM Sections 19.8.1, 19.8.2, and 19.8.3</b> <i>Per diem limits apply</i>	NO	NO	NO	YES	YES	NO	NO	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Food/Meals: Volunteer Events - 727720</b> (Food for volunteers in those instances where a quid pro quo relationship exists. Includes advisory board, mentor programs, students, volunteers and employee whose participation is required.) Volunteer events with sole purpose of recognition or appreciation for past services may not be paid using any fund source except for Foundation funds. <b>USG BPM Section 19.8.2 and 19.8.3</b> <i>Per diem limits apply</i>	NO	Only for Executive Program use.	NO	YES Must be allowable per USG BPM 19.8 Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per USG BPM 19.8 Meal per diem rates apply Food/Group Meal Doc Form req'd	YES	NO	NO	Only if allowed by Grant/Program	Only if allowed by Custodial Agreement	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Freight - 714111</b>	YES	YES	YES	YES	YES	YES	YES	YES	YES Only if allowed by Grant/Program	YES	YES	YES	YES	Payment Request (up to \$2,499.99) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Fringe Benefits - 55xxxx Payroll</b> Must be paid from same fund as employee's payroll	YES	YES	YES	YES	YES	YES	YES	NO	YES	NO	YES Must be approved and processed through payroll	NO	YES	(P) KSU Payroll
<b>Gasoline (Institute Vehicle Only) - 712100</b>	YES	YES	YES	YES	YES	YES	YES	NO	YES	NO	NO	NO	YES	KSU Fuel Card
<b>Gasoline (Personal Vehicle)</b> <i>See Travel Policy</i>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
<b>Gift Cards - Employees</b> (Full Time, Part Time, Students employees, Temps, Regular, etc.)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
<b>Gift Cards - Academic Research or Survey Participants - 751112 or 727198</b> (employee, non-employee or student) <b>Financial Compliance</b> Pre-Approval Req'd - Individual requests will be reviewed on a case basis.	YES	Only if no other fund available. Generally, tuition funds should not be used to purchase gift cards.	NO	YES	NO	YES	YES	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES Only if allowed by KSU Foundation Fund.	YES Only if allowed by KSURSF Fund.	NO	(P) Payment Request (Reimbursement or Project Advance Fund) KSUF Blackbaud KSURSF

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Gift Cards - Students - 727198														
Financial Compliance Pre-Approval Req'd - Individual requests will be reviewed on a case basis.	NO	NO	NO	YES	YES	NO	NO	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES Only if allowed by KSU Foundation Fund.	YES Only if allowed by KSURSF Fund.	NO	(P) Payment Request (Reimbursement or Project Advance Fund) KSUF Blackbaud KSURSF
Gifts to Faculty, Staff and Students for Employee Recognition of Merit or Length of Service (Non-Cash)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES Plaque only	NO	NO	(P) KSUF Blackbaud
Gifts to Faculty, Staff and Students - Retirement or Separation	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES Plaque only	NO	NO	(P) KSUF Blackbaud
Gifts tofor Faculty, Staff and Students - Sympathy/Bereavement (Non-Cash or Contributions to Charitable Organizations) (Serious illness or death of an employee/student or immediate family member)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES If allowable and approved per KSU Foundation Guidelines	NO	NO	(P) KSUF Blackbaud
Gifts to Faculty, Staff and Students - Personal Events (Wedding, graduation, birthday, baby shower, etc )	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO	NO Must use personal funds	NO Must use personal funds	No Must use personal funds	NO	NO	
Gifts to Faculty, Staff and Students - Recognition of Team Performance (T-shirts, scarves, KSU spirit memorabilia, etc - should be de minimis, not occur regularly)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES If allowable and approved per KSU Foundation Guidelines	YES	YES	KSUF Blackbaud KSURSF KSUAA
Gifts to Non-Employees or Volunteers (i.e. Appreciation or recognition awards or gifts for speakers, visitors, volunteers; Gifts to Donors; Tickets to KSU events, etc.)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES If allowable and approved per KSU Foundation Guidelines	Only if allowed by KSURSF Fund.	Only if allowed by KSUAA	(P) KSUF Blackbaud KSURSF KSUAA
Groupons	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
Headphones-Personal Use/Not Prize (Bose, Beats, Noise Canceling, etc.)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
Headset - 714101 (for hands free telephone use and conference calls)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSURSF KSUAA
Holiday Cards, Videos and Decorations (related to entertainment and parties)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES If allowable and approved per KSU Foundation Guidelines	YES Only for official Institute business and events	NO	(P) KSUF Blackbaud KSURSF
Honorariums - 751xxx (Non-KSU/Non-USG guest speaker or performer who, at no charge to KSU, makes a presentation, and does not expect payment; less than \$2,500)	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES Must be processed through KSU First	YES	YES	(P) Payment Request (up to \$2,499.99) KSURSF KSUAA
Legal Settlements - 721100	YES Must be approved by legal affairs	YES Must be approved by legal affairs	YES Must be approved by legal affairs	YES Must be approved by legal affairs	YES Must be approved by legal affairs	YES Must be approved by legal affairs	YES Must be approved by legal affairs	NO	YES Must be approved by legal affairs	NO	NO	YES Must be approved by legal affairs	YES Must be approved by legal affairs	(P) Payment Request or Check Request KSURSF KSUAA
Maintenance of Equipment - 7151xxx	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Maintenance of Software - 733150	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA

TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODE 10000	GEN OPS TUITION FUND CODE 10500	GEN OPS FEES FUND CODES 10600	AUX SVCS OPERATING FUND CODES 12xxx	STUDENT ACTIVITIES FUND CODE 13000	DEPT SALES & SERVICES DSS FUND CODES 14xxx	INDIRECTS Earned from overhead on grants FUND CODES 15XXX	TECHNOLOGY FEES FUND CODES 16xxx Purchases must be technology related and student reaching	GRANTS AND RESTRICTED FUNDS FUND CODES 20xxx Expenditure must match purpose or mission of grant	AGENCY FUND CODES 6xxxx	FOUNDATION	KSURSF	ATHLETIC ASSOCIATION	PURCHASING METHOD(S) (P) = Preferred Method when more than one option is provided.
Marketing - 7272xx	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	YES	YES Under specific conditions related to KSURSF's mission	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Mileage Reimbursement for "On Campus" Use of Personal Vehicle <i>Ground Transportation (Mileage, Parking, Taxi and Rail)</i>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
Parking: Reimbursement for Official Business 641170, 641270, 651170 or 651270 (i.e. local meeting, conference, etc.)	YES	YES	YES	YES	YES	YES	YES	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES	Only if allowed by KSURSF Fund.	YES	Concur TMS (Employee) Travel Expense Statement Form (Non- Employee)
Parking Permits: Campus Fleet Vehicle	YES	YES	YES	YES	YES	NO	YES	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	NO	Only if allowed by KSURSF Fund.	YES	(P) GL Simple Journal Entry KSURSF KSUAA
Parking Permits: Guest Vouchers for Visitor Lots - 651170 (Must provide business purpose)	YES	YES	YES	YES	YES	YES	YES	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES	YES	Only if allowed by ATH Association.	(P) GL Simple Journal Entry KSUF Blackbaud KSURSF KSUAA
Parking Permits: Reserved Space for Campus Visitors - 651170 (Must provide business purpose)	YES	YES	YES	YES	YES	YES	YES	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES	YES	Only if allowed by ATH Association.	(P) GL Simple Journal Entry KSUF Blackbaud KSURSF KSUAA
Parking Permits: Official Business Permit - 651170, 651270, 641170, or 641270 (Must provide official business purpose)	YES	YES	YES	YES	YES	YES	YES	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	NO	YES non-KSU employess	YES	(P) GL Simple Journal Entry KSUF Blackbaud KSURSF KSUAA
Parking Permits: Employees, Students or Affiliates (Faculty, Reg or Temp Staff, Student) (Includes personal parking fees/yearly parking, semester parking, reserved spaces, etc.)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
Parking Permits: Vendor/Contractor - 651170 (Must be written into contract/agreement)	YES	YES	YES	YES	YES	YES	YES	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES	YES	Only if allowed by ATH Association.	(P) GL Simple Journal Entry KSUF Blackbaud KSURSF KSUAA
Parties (Office) - Holiday, Year End, Personal Events (including flowers, set up or any other expenses related to the party)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES If allowable and approved per KSU Foundation Guidelines	NO	NO	(P) KSUF Blackbaud
Plants, Shrubbery or Greenery for Lobby, Building Atrium or Office - 714100 Must be in common use area	NO	NO	NO	YES Must be in common use area	YES Must be in common use area	YES Must be in common use area	NO	NO	NO	YES Must be in common use area	Only if allowed by KSU Foundation Fund.	Only if allowed by KSURSF Fund.	NO	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF
Postage/Mailing Services - 714110 & 714111	YES	YES	YES	YES	YES	YES	YES	NO	YES Only if allowed by Grant/Program	YES	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Printing & Copying Services - 742100 & 714121	YES	YES	YES	YES	YES	YES	YES	YES	YES Only if allowed by Grant/Program	YES	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA

TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODE 10000	GEN OPS TUITION FUND CODE 10500	GEN OPS FEES FUND CODES 10600	AUX SVCS OPERATING FUND CODES 12xxx	STUDENT ACTIVITIES FUND CODE 13000	DEPT SALES & SERVICES DSS FUND CODES 14xxx	INDIRECTS Earned from overhead on grants FUND CODES 15XXX	TECHNOLOGY FEES FUND CODES 16xxx Purchases must be technology related and student reaching	GRANTS AND RESTRICTED FUNDS FUND CODES 20xxx Expenditure must match purpose or mission of grant	AGENCY FUND CODES 6xxxx	FOUNDATION	KSURSF	ATHLETIC ASSOCIATION	PURCHASING METHOD(S) (P) = Preferred Method when more than one option is provided.
<b>Prize/Awards to Faculty, Staff and Students as Raffles, Door Prizes and Games of Chance</b> (Individual prizes must be de minimis in value, not to exceed \$100. Promotional items being given away should not exceed \$50.) <b>Cash awards and gift cards are strongly discouraged.</b> <b>Financial Compliance Pre-Approval Req'd</b> <b>USG BPM Section 24.3</b>	NO	NO	NO	YES for students only. Must follow rules in section 24.3.1 of the USG BPM	YES for students only. Must follow rules in section 24.3.1 of the USG BPM	NO	NO	NO	YES for students only and only if allowed by Grant/Program	NO	YES Limited to \$25 per recipient to encourage attendance and be randomly chosen	YES	NO	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF
<b>Prizes, Awards, Recognition (Competition/Performance Based &amp; Not for Academic Achievement) - Students</b> (cash, non-cash, certificates and plaques)  <b>USG BPM Section 24.3</b>	NO	NO	NO	YES	YES	YES	NO	NO	YES Only if allowed by Grant/Program	NO	YES Please refer to KSUF Expenditure Control Guidelines	YES	YES	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Prizes, Awards, Gifts (Academic Achievement) - Students</b> (Must be de minimis valued items and related to measurable academic performance/service)  <b>USG BPM Section 24.3</b>	NO	YES	NO	YES	YES	YES Only if allowed by Grant/Program	NO	NO	YES Only if allowed by Grant/Program	NO	YES Please refer to KSUF Expenditure Control Guidelines	YES	YES	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Prizes, Awards, Recognition - Employees</b> (cash, non-cash, certificates and plaques)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES Must be coordinated closely with a sponsoring department/school and approved by the appropriate administrator or the University President	YES	YES	(P) KSUF Blackbaud KSURSF KSUAA
<b>Professional Certification or Education Training Courses or Course Materials - 727110</b> (includes classroom courses, online courses and preparation workbooks for GMAT, GRE, CPA, CRA or other education/certification)  <b>Professional License/Certification Evaluation Form and Financial Compliance Approval required.</b>	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO	Only if allowed by Grant/Program	NO	YES Must be directly related to the day-to- day duties of employee or benefits dept/college.	YES	YES	(P) KSUF Blackbaud KSURSF KSUAA KSU Payment Processes only if approved by Financial Compliance
<b>Professional License or License Renewal - 727110</b>  <b>Professional License/Certification Evaluation Form and Financial Compliance Approval required.</b>	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO - Outside scope of ordinary training.  Only allowable if required by job and benefits KSU. Financial Compliance approval required.	NO	Only if allowed by Grant/Program	NO	YES Must be directly related to the day-to- day duties of employee or benefits dept/college.	YES Under specific conditions related to KSURSF's mission	YES	(P) KSUF Blackbaud KSURSF KSUAA KSU Payment Processes only if approved by Financial Compliance
<b>Professional Memberships/Dues - Individual - 727130</b>  <b>Individual Membership Form required</b>	YES Only if required by job, related to job function and membership provides info and services useful to KSU	YES Only if required by job, related to job function and membership provides info and services useful to KSU	YES Only if required by job, related to job function and membership provides info and services useful to KSU	YES Only if required by job, related to job function and membership provides info and services useful to KSU	YES Only if required by job, related to job function and membership provides info and services useful to KSU	YES Only if required by job, related to job function and membership provides info and services useful to KSU	YES Only if required by job, related to job function and membership provides info and services useful to KSU	NO	YES Only if required by job, related to job function and membership provides info and services useful to KSU	YES	YES	YES Under specific conditions related to KSURSF's mission	YES	Payment Request (up to \$2,499.99) Purchase Order* (\$2,500+) (P) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA



TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODE 10000	GEN OPS TUITION FUND CODE 10500	GEN OPS FEES FUND CODES 10600	AUX SVCS OPERATING FUND CODES 12xxx	STUDENT ACTIVITIES FUND CODE 13000	DEPT SALES & SERVICES DSS FUND CODES 14xxx	INDIRECTS Earned from overhead on grants FUND CODES 15XXX	TECHNOLOGY FEES FUND CODES 16xxx Purchases must be technology related and student reaching	GRANTS AND RESTRICTED FUNDS FUND CODES 20xxx Expenditure must match purpose or mission of grant	AGENCY FUND CODES 6xxxx	FOUNDATION	KSURSF	ATHLETIC ASSOCIATION	PURCHASING METHOD(S) (P) = Preferred Method when more than one option is provided.
<b>Professional Memberships/Dues - Institutional - 727130</b>	YES Must be related to job function and membership must provide info and services useful to KSU	YES Must be related to job function and membership must provide info and services useful to KSU	YES Must be related to job function and membership must provide info and services useful to KSU	YES Must be related to job function and membership must provide info and services useful to KSU	YES Must be related to job function and membership must provide info and services useful to KSU	YES Must be related to job function and membership must provide info and services useful to KSU	YES Must be related to job function and membership must provide info and services useful to KSU	NO	YES Must be related to job function and membership must provide info and services useful to KSU	YES	YES	YES Must be related to job function and membership must provide info and services useful to KSURSF	YES	<b>Payment Request</b> (up to \$2,499.99) <b>Purchase Order*</b> (\$2,500+) <b>(P) P-Card</b> (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Promotional Items for KSU programs to recruit students, program participants or visitors (ex. pens, notepads, USB Drives, etc. with KSU Logo - 727275)</b> (must be nominal in value, related to an academic program or Institute initiative/promotion, and cannot be purchased for employees)	YES	YES	YES	YES	YES	YES	YES	NO	YES Only if allowed by Grant/Program	YES	YES	YES Under specific conditions related to KSURSF's mission	YES	<b>Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) <b>P-Card</b> (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Public, Private Venture (PPV) Lease Payments - 748100</b>	YES	Only for Academic Buildings	NO	Only for Auxiliary Buildings	Only for Student Buildings	NO	Only for Research Buildings	NO	NO	NO	NO	Only under specific conditions related to KSURSF's mission	NO	<b>(P) Purchase Order*</b>
<b>Recruiting Costs - Faculty - 727225 or 6513xx</b>	YES	YES	YES	YES	NO	YES	YES	NO	YES Only if allowed by Grant/Program	NO	YES	YES	NO	<b>Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) <b>P-Card</b> (must follow transaction limits) KSUF Blackbaud KSURSF
<b>Recruiting Costs - Staff - 727225 or 6513xx</b>	YES	YES	YES	YES	NO	YES	YES	NO	YES Only if allowed by Grant/Program	NO	YES	YES	YES	<b>Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) <b>P-Card</b> (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Registrations Paid to Vendor - 727110</b>	YES	YES	YES	YES	YES	YES	YES	NO	YES Only if allowed by Grant/Program	YES	YES	YES	YES	<b>Payment Request</b> (up to \$2,499.99) <b>Purchase Order*</b> (\$2,500+) <b>(P) P-Card</b> (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
<b>Reimbursable Expenses - 752100, 752200, 751110 or 6515xx</b> (Consultant or Non Employee)	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	<b>Payment Request</b> (up to \$2,499.99) <b>Purchase Order*</b> (\$2,500+) KSUF Blackbaud KSURSF KSUAA
<b>Rental Expenses - 748102</b> (Hotel/Meeting Rooms)	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	<b>Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) KSUF Blackbaud KSURSF KSUAA
<b>Rentals - 719100</b> (Office Equipment, Copiers, Computer Equipment, Supplies)	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	<b>Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) KSUF Blackbaud KSURSF KSUAA
<b>Repairs and Maintenance - 7151xx</b>	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES With approved contract and processed through KSU first	YES	YES <b>Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) KSURSF KSUAA
<b>Retreats (Employee)</b> (with recreational activities such as bowling, golf, sporting events, etc)	NO	NO	NO	NO	NO	NO	NO	NO	YES Only if allowed by Grant/Program	NO	YES If allowable and approved per KSU Foundation Guidelines	NO	YES	<b>(P) KSUF Blackbaud</b> KSURSF KSUAA
<b>Retreats (Employee)</b> (without recreational activities)	NO	NO	NO	NO	NO	NO	NO	NO	YES Only if allowed by Grant/Program	NO	YES If allowable and approved per KSU Foundation Guidelines	YES Under specific conditions related to KSURSF's mission	YES	<b>(P) KSUF Blackbaud</b> KSURSF KSUAA



TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODE 10000	GEN OPS TUITION FUND CODE 10500	GEN OPS FEES FUND CODE 10600	AUX SVCS OPERATING FUND CODES 12xxx	STUDENT ACTIVITIES FUND CODE 13000	DEPT SALES & SERVICES DSS FUND CODES 14xxx	INDIRECTS Earned from overhead on grants FUND CODES 15XXX	TECHNOLOGY FEES FUND CODES 16xxx Purchases must be technology related and student reaching	GRANTS AND RESTRICTED FUNDS FUND CODES 20xxx Expenditure must match purpose or mission of grant	AGENCY FUND CODES 6xxxx	FOUNDATION	KSURSF	ATHLETIC ASSOCIATION	PURCHASING METHOD(S) (P) = Preferred Method when more than one option is provided.
Retreats (Students)	Only if directly linked to credit course, program or event.	Only if directly linked to credit course, program or event.	Only if directly linked to credit course, program or event.	YES Only if directly linked to credit course, program or event.	YES	YES Only if directly linked to credit course, program or event.	NO	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES	YES Only if allowed by Grant	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Safety Products - Water, Other Hydration Products or Products required by the Occupational Safety and Health Administration (OSHA) - 714100 (includes students, volunteers and employees at risk due to environmental workplace conditions such as Facilities Staff and Police Officers)  USG BPM 19.8.3 Food for Employees - Safety	YES Should be paid from department budget of assigned employee	YES Should be paid from department budget of assigned employee	YES Should be paid from department budget of assigned employee	YES Should be paid from department budget of assigned employee	YES Should be paid from department budget of assigned employee	YES Should be paid from department budget of assigned employee	YES Should be paid from department budget of assigned employee	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Salaries/Employee Compensation - 5xxxxx	YES	YES	YES	YES	YES	YES	YES	NO	YES Per Conditions of the Grant	NO	YES Must be approved and processed through the University	NO	YES	KSU Payroll
Scholarships - 781100	NO	NO	NO	NO	NO	NO	NO	NO	YES Per Conditions of the Grant	NO	YES	NO	YES	KSU Financial Aid
Services - 751xxx (Architect, Consultant, Attorney, Physician, Temp Services, etc.)  *A contract is required for all services and must be approved/signed before services are rendered.	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Software - 7331xx or 833100	YES	YES	YES	YES	YES	YES	YES	YES	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES Must be processed through KSU first	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSURSF KSUAA
Sponsorships for events - 727100 (Pre-approval from Financial Compliance required)	Only if approved by Financial Compliance	Only if approved by Financial Compliance	YES Only if approved by Financial Compliance	YES Only if approved by Financial Compliance	YES Only if approved by Financial Compliance	YES Only if approved by Financial Compliance	YES Only if approved by Financial Compliance	NO	YES Per Conditions of the Grant and Pre- Approval from Financial Compliance	YES Only if approved by Financial Compliance	YES	YES Under specific conditions related to KSURSF's mission	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Stationary - (Professional, non-personalized) - 714101 KSU Branded preferred or blank	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Stipends: KSU Programs (Students only and not student aid) - 783100  USG BPM Section 24.3	NO	NO	NO	NO	YES	NO	NO	NO	YES	NO	Yes - must be approved and processed through KSU / Payroll first	NO	YES	Payment Request KSU Payroll KSUAA
Stipends: Incentive Payments for Research Participant - 783200	YES	YES	NO	NO	YES	NO	NO	NO	YES	NO	Yes - must be approved and processed through KSU / Payroll first	YES	YES	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSURSF KSUAA
Subscriptions - 727120	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Supplies and Materials - 7141x	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA

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Taxes - Sales Tax - same account as item purchased	Only if tax is not exempted	Only if tax is not exempted	Only if tax is not exempted	Only if tax is not exempted	Only if tax is not exempted	Only if tax is not exempted	Only if tax is not exempted	Only if tax is not exempted	Only if tax is not exempted	Only if tax is not exempted	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Taxes - VAT, Excise or International - same account as item purchased	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Technology Purchases < \$3,000 - 744100	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES Only if allowed by Custodial Agreement	YES Must be processed through KSU first	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSURSF KSUAA
Telecommunications - 771xxx (Basic Monthly, Cellular, Internet, Data, Long Distance, Network Surcharge, New Installations, Other)	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA
Thank You Cards/Mailers	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	(P) KSUF Blackbaud KSURSF KSUAA
Training - Job Related/Professional Development - 727110 or 727100  Financial Compliance Approval Required for training related to a Professional License or Certification Professional License/Certification Evaluation Form	Only if related to job function, trmg consistent with job duties and Institute is primary beneficiary	Only if related to job function, trmg consistent with job duties and Institute is primary beneficiary	Only if related to job function, trmg consistent with job duties and Institute is primary beneficiary	Only if related to job function, trmg consistent with job duties and Institute is primary beneficiary	Only if related to job function, trmg consistent with job duties and Institute is primary beneficiary	Only if related to job function, trmg consistent with job duties and Institute is primary beneficiary	Only if related to job function, trmg consistent with job duties and Institute is primary beneficiary	NO	Only if related to job function, trmg consistent with job duties and Institute is primary beneficiary	NO	YES	YES	Only if related to job function, trmg consistent with job duties and Institute is primary beneficiary	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Travel: Employees - Domestic & Internaional Travel  Travel Policies	YES	YES	YES	YES	YES	YES	YES	NO	YES	NO Travel is only allowed on agency funds for approved student related trips	YES Travel is only reimbursable if approved and processed through KSU first	NO	YES	Concur TMS (Employee)
Travel: Employees - Reimbursable Expenses (baggage fees & handling, linen, laundry, copy services, etc)  Travel Policies	YES	YES	YES	YES	YES	YES	YES	NO	YES	NO Travel is only allowed on agency funds for approved student related trips	YES Travel is only reimbursable if approved and processed through KSU first	NO	YES	Concur TMS (Employee)
Travel: Employees - Passports or Visas Required by KSU for Official Business Only  Travel Policies	YES	YES	YES	YES	YES	YES	YES	NO	YES	NO Travel is only allowed on agency funds for approved student related trips	YES Travel is only reimbursable if approved and processed through KSU first	NO	YES	Concur TMS (Employee)
Travel: Employees - TSA Pre-Check, Clear, Global Entry, or Airline Club Memberships	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense	NO This is a Personal Expense
Travel: Students - Presentation of Research/Project or Acceptance of Academic Award (Must be for presentation of official research or academic project completed while an active student or for acceptance of an academic award earned while an active student. Travel expenses should be submitted and completed no later than one semester's time after student's graduation.)  USG BPM 19.9	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	Payment Request (up to \$2,499.99) Travel Expense Statement Form (Non- Employee) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA

TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODE 10000	GEN OPS TUITION FUND CODE 10500	GEN OPS FEES FUND CODE 10600	AUX SVCS OPERATING FUND CODES 12xxx	STUDENT ACTIVITIES FUND CODE 13000	DEPT SALES & SERVICES DSS FUND CODES 14xxx	INDIRECTS Earned from overhead on grants FUND CODES 15XXX	TECHNOLOGY FEES FUND CODES 16xxx Purchases must be technology related and student reaching	GRANTS AND RESTRICTED FUNDS FUND CODES 20xxx Expenditure must match purpose or mission of grant	CUSTODIAL / AGENCY FUND CODES 6xxxx	KSU FOUNDATION	KSURSF	ATHLETIC ASSOCIATION	PURCHASING METHOD(S) (P) = Preferred Method when more than one option is provided.
Travel: Non-Employee (Vendor Providing Service)  Travel Policies USG BPM 19.9	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES Per Conditions of the Grant	YES	Travel Expense Statement Form (Non-Employee)
Travel: Job Candidates  Travel Policies USG BPM 19.9	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	Travel Expense Statement Form (Non-Employee)
Tuition and Fee Payment for Students	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES Must be processed through Scholarship office	YES Per Conditions of the Grant and must be processed through Scholarship office	YES Must be processed through Scholarship office	KSU Financial Aid
Uniforms - Working Condition Fringe Benefit - 714200 Management must require employee to wear uniform - (i.e. police, housing, facilities, etc.)  USG BPM Section 5.3.17.1.1	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	Yes Must be prior approved and processed through the university	YES	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA
Utilities - Electricity, Natural Gas, Water/Sewer - 717xxx	YES	NO	YES	YES	NO	YES	YES	NO	NO	NO	NO	NO	YES	(P) Purchase Order
Weapons - (KSU Police Department Only) - 743200	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	(P) Purchase Order
Workshops (Instructional programming)	<a href="#">Retreats &amp; Workshops Guidelines</a>  Financial Compliance Approval Req'd	<a href="#">Retreats &amp; Workshops Guidelines</a>  Financial Compliance Approval Req'd	<a href="#">Retreats &amp; Workshops Guidelines</a>  Financial Compliance Approval Req'd	<a href="#">Retreats &amp; Workshops Guidelines</a>  Financial Compliance Approval Req'd	<a href="#">Retreats &amp; Workshops Guidelines</a>  Financial Compliance Approval Req'd	<a href="#">Retreats &amp; Workshops Guidelines</a>  Financial Compliance Approval Req'd	<a href="#">Retreats &amp; Workshops Guidelines</a>  Financial Compliance Approval Req'd	NO	YES Only if allowed by Grant/Program	YES Only if allowed by Custodial Agreement	YES If allowable and approved per KSU Foundation Guidelines	YES Only if allowed by Grant/Program	YES	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA

\*Purchase order must be issued prior to purchase/commitment.

University Advancement - Expenditures related to creation or solicitation of new donors are allowable expenses for state funding. Expenses related to existing donors must be paid for with Foundation funding.

Student Activity Fees should be expended on events centered around students. See USG BPM 24.3.1 for further detail.

Contact Financial Compliance via ServiceNow for any questions or request for review and approval.