Procurement/Payment Options

The Georgia Department of Audits and Accounts (DOAA) and the State Accounting Office (SAO) specifically require that the Purchase Order (ePro Marketplace and ePro Special Request) process be used for all goods and services greater than $2,500.00, except for specific categories (*e.g., intergovernmental agreements, membership dues and/or subscriptions, registration fees, travel expense reimbursements, utilities, P-Card purchases, etc.*).

Methods of purchasing or disbursements include:
- (1) ePro ***Special Request*** purchase requisition;
- (2) ePro ***Marketplace*** shopping cart requisition;
- (3) P-Card
- (4) OwlPay
- (5) GL Journal

If the cost of the contracted service is >=$2,500, then E-verify compliance is required.

Description	ePro Special Request	ePro Market-place	P-Card	OwlPay	GL Journal	Associated Forms & Notes
Agency Contract Purchases	✓(P)		✓(P)			Contact your campus-buying partner for info. – http://www.kennesaw.edu/procurement/files/opcpartners.pdf.
Automobiles/ Automotive Vehicles *(anything with a motor and 4 Wheels, including Golf Carts)*	✓(P)					Facility Services approval is required. Contact KSU Fleet Manager.
Awards/Recognition (*Student/Non-Employee*)			✓	✓(P)	✓	
Books (Not KSU Bookstore) • *Hardcover, Paperback, Audio/CD, DVD, Electronic, Large Print, Braille, etc.*) • *Specifically for Museums, Archives, & Rare Books* • *specifically for Sturgis Library – ALL Types*	✓	✓(P)	✓	✓		O.C.G.A. § 50-5-58 [Reference paragraph (1) of subsection (a)]
Bookstore (KSU) purchases (*Items purchased **from** KSU Bookstore*)				✓	✓(P)	Bookstore Purchases Department Requisition Form

Description	ePro Special Request	ePro Market-place	P-Card	OwlPay	GL Journal	Associated Forms & Notes
Cash Advance - Non-Travel				✓		· [Cash Advance Form](#) · Travel related cash advances should be processed through Concur. [https://www.concursolutions.com/nui/signin](#)
Certifications and/or Certification Exams as associated with position requirements	✓		✓	✓(P)		HR Approval is required.
Contracted Employees (Temp Staff) & Executive Search Services	✓(P)					· [E-Verify Affidavit Form ≥ $2,500.00](#) · A contract is required and must be coordinated with the OPC. · OwlPay is an option when utilizing the Board of Regents Master Contract.
Dual Appointment/Joint Staffing Personnel				✓(P)		Human Resources finalizes the agreement. Borrowed staff are paid through Owlpay. KSU staff assigned to another university continue to be paid through KSU payroll. [Dual Appointment Form](#)
Employee Expense Reimbursement – Non-travel				✓(P)		· Recommended value is < $1000.00. · Travel expense reimbursement is processed through **Concur.**
Employee Expense – Relocation						[HR processes via Payroll](#)
Equipment less than $3,000	✓(P)	✓(P)	✓(P)			ANY equipment >=$3000.00 (Asset) MUST be tagged
Equipment - $3,000 or more	✓(P)	✓(P)				ANY equipment >=$3000.00 (Asset) MUST be tagged
Food Purchases – for Students *(e.g., Papa Johns, COSTCO, Jimmy Johns, Wing Stop… regular delivery/pick-up, etc.)*	✓		✓(P)	✓		· [Food Purchases Guideline](#) · [Food Purchases Prior Approval Form](#) · [Food Purchases Prior Approval Form (Blanket Coverage by Semester)](#) · [Helpful Information](#)
Food Services – for Employees (e.g., Catering and/or Group Meals)				✓(P)		·

Description	ePro Special Request	ePro Market-place	P-Card	OwlPay	GL Journal	Associated Forms & Notes
(1) Honorarium/Independent Contractors and Consultants Contracted Employee Search Services (*non- BOR Contract*); · *Temporary Contractors;* · *Engineering;* · *Interpreters;* · *EMT's;* & · *other services of a similar nature* (2) Instructors/Lecturers/ Speakers/Teachers/ Training Services (*including online*)	✓(P)			✓		· Ref: Contract Compliance https://fiscalservices.kennesaw.edu/contracts/ · E-Verify Affidavit Form ≥ $2,500.00 · HR approval is required (if hiring an individual vs. a firm, HR must validate that the individual is not a BOR employee). · International Lecture Agreement and Routing Form · International Lecture Agreement Instructions · International Visitors Payment Procedures · Lecture Agreement Instructions · Lecture Agreement and Routing Form
Insurance Premiums	✓			✓(P)		
Interagency and Intergovernmental agreements/payments(e.g., USG, GTA bills, Risk Management premiums, etc.)	✓(P)			✓		Permissible government entities include state and local (county, city, etc.) gov't entities within the state of Georgia as well as other states of the U.S.
Interdepartmental Payments, i.e. Public Safety, Plant Operations, Dining/Food Services, Parking				✓(P)	✓	
Legal - Collection Agency fees, Notary and other licenses				✓(P)		
Legal - Settlements				✓(P)		
Maintenance, Repair, & Operating (MRO) Supplies & Service(s) - (*Non-Technology*)	✓(P)	✓(P)				· **Exception - No vehicle R&M allowed on P-Card.** · Non public-works projects. · This category MAY include labor – or a combination of labor and supplies. · Certificate of Insurance is required for non-University or BOR contracts · E-Verify Affidavit Form ≥ $2,500.00.

Description	ePro Special Request	ePro Market-place	P-Card	OwlPay	GL Journal	Associated Forms & Notes
Memberships and Dues	✓		✓(P)	✓		· HR Approval may be required. · Exempt from SW Purchasing · See membership form at link below: https://fiscalservices.kennesaw.edu/ap/docs/MEMBERSHIP%20FORM.pdf
Parking - Visitor Parking, Paid by Dept.				✓(P)		
Payroll and Associated Tax/Benefits						Contact Human Resources at: hr@kennesaw.edu
Performer/ Entertainer/Artist	✓(P)					· HR approval is required. · International Performance Agreement and Routing Form · International Performance Agreement Instructions · International Visitors Payment Procedures · E-Verify Affidavit Form ≥ $2,500.00
Petroleum, Liquid Gas, Propane, Diesel, and Gasoline - Facilities Vehicles	✓(P)					· Other - State Fuel Card is Preferred Method when possible · FAC approval is required. Contact KSU Fleet Manager.
Petty Cash Reimbursement				✓(P)		
Postage (Mail/ Postage Meter Updates)	✓		✓	✓(P)		
Printing/Copying (For KSU print shop only)				✓(P)	✓	· Ref. University Relations Visual Identity Program – design approval may be required · Helpful Information · E-Verify Affidavit Form ≥ $2,500.00
Printing/Copying (Non-KSU)	✓(P)		✓			
Printing – Business Cards, Letterhead			✓(P)			
Promotional Items	✓(P)	✓(P)	✓(P)			· Ref. University Relations Visual Identity Program – design approval may be required · Bookstore Purchases Department Requisition Form
Public Safety (*KSU Public Safety*) Services				✓(P)		
Public Safety (Non-KSU)	✓			✓		

Description	ePro Special Request	ePro Market-place	P-Card	OwlPay	GL Journal	Associated Forms & Notes
Real Estate Rental/Lease Payments	✓			✓		
Refunds - Students						Students refunds are issued through the Bursar's Office
Refunds – Other, i.e. vendors				✓		
Registrations (*includes conferences and all- inclusive meeting packages*)			✓(P)	✓		
Rentals - Equipment	✓(P)		✓			Must obtain a contract/user-agreement and Certificate of Insurance
Rentals - Storage space	✓(P)		✓			
Royalties, Copyright, Commissions				✓(P)		
Shipping, i.e. UPS Customs/Carriers/Freight	✓		✓(P)	✓		
Signs/Banners (*Not Building or Directional signage*)	✓(P)	✓(P)	✓ (P)			· [Ref. University Relations Visual Identity Program – design approval may be required](#) · [Helpful Information](#) · [E-Verify Affidavit Form ≥ $2,500.00](#)
Software Purchases & related services purchases • *Applications (Desktop & Network);* • *Off-site Hosting;* • *Software (SW);* • *SW Development; &* • *other items/services of a similar nature*	✓(P)	✓(P)	✓(P)			• [E-Verify Affidavit Form ≥ $2,500.00](#) • [Prior approval from ITS is required via Technology Purchases Approval Form (electronic)](#) • [USG Software Resource & Services](#) • [DOAS Statewide Contract Search Tool](#)
Sponsorships/ Advertisement(where KSU is designated as a sponsor)	✓(P)		✓(P)	✓		· [Ref. University Relations Visual Identity Program – design approval may be required.](#) · Approval from University Relations may be required, as these often involve the use of University marks, images, and logos. · Sponsorships must be compatible with KSU's Mission.
Statewide Contract Purchases	✓	✓	✓			· Ref. Statewide Contract Index -– [DOAS Statewide Contract Search Tool](#)

Description	ePro Special Request	ePro Market-place	P-Card	OwlPay	GL Journal	Associated Forms & Notes
Subscriptions – Database/Internet–Other	✓(P)		✓	✓		· [Prior approval from ITS is required via Technology Purchases Approval Form (electronic)](#) · Newsletter/Newspaper/ Journals/Magazine/ Professional Publications, etc.
Supplies	✓(P)	✓(P)	✓(P)			General-purpose consumable items that are often stocked for recurring use and/or commonly have a shorter life span than equipment and machines.
Sponsorships that includes Advertisement or Marketing (where KSU is designated as a sponsor)	✓			✓		• [Ref. University Relations Visual Identity Program –design approval may be required.](#) • Approval from University Relations may be required, as these often involve the use of University marks, images, and logos. • Sponsorships must include marketing/advertising of equal value and be compatible with KSU's Mission. Ref: compliance@kennesaw.edu.
Stipends				✓(P)		HR approval is required
Technology purchases - Computers; Hardware; Servers; i-Pads	✓(P)	✓(P)				[Prior approval from ITS is required via Technology Purchases Approval Form (electronic)](#)

Description	ePro Special Request	ePro Market-place	P-Card	OwlPay	GL Journal	Associated Forms & Notes
Technology purchases – Computer Peripherals and accessories	✓	✓	✓			Mice, keyboards, cases, and USB drives do not require UITS approval and can be purchased by P-Card
Technology purchases - Technology repairs and services	✓	✓	✓(P)	✓		**UITS** is the designated department for the ordering of technology repairs and services.
Technology purchases - Audio visual items and equipment	✓(P)	✓(P)	✓			Prior approval from ITS is required via Technology Purchases Approval Form (electronic)
Technology purchases - Audio visual *related services, related rentals; & other items/services of a similar nature*	✓(P)	✓(P)		✓		
Telecom service in KSU's name - Cell/Data Plans; Telecomm - Cell/Data Plans; DSL/Direct TV (for Internet bundle)			✓(P)	✓		Cellular Devices and Services request link: https://uits.kennesaw.edu/techpurchases/

Description	ePro Special Request	ePro Market-place	P-Card	OwlPay	GL Journal	Associated Forms & Notes
Travel Expense Reimbursements - Employees						Concur should be used for Travel expenses. See link below. https://www.concursolutions.com/nui/signin
Travel Expense Reimbursement – Non-Employees			✓	✓		A signed agreement/contract is recommended
Travel – Study Abroad			✓	✓		https://www.concursolutions.com/nui/signin
Utilities - Electric, Gas, Water	✓			✓(P)		
WEX and ARI Payments (Fleet Management)				✓		P-Card can be used for ARI only not WEX.

Questions? Email: purchasing@kennesaw.edu