Payment Decision Tree

Use the flowchart to determine the best payment process/method. This document doesn't replace applicable training, but should be used as a desktop reference to make sure the correct process/method supports policy.
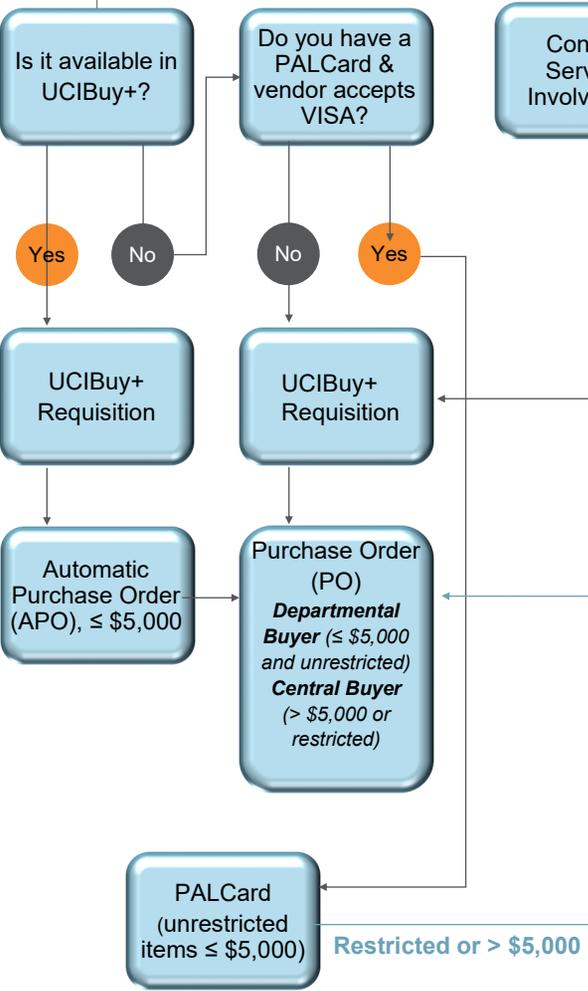
What is your transaction type?

Supplies

Is it available in UCIBuy+?
- Yes → UCIBuy+ Requisition → Automatic Purchase Order (APO), ≤ $5,000
- No →

Do you have a PALCard & vendor accepts VISA?
- No → UCIBuy+ Requisition → Purchase Order (PO) *Departmental Buyer* (≤ $5,000 and unrestricted) *Central Buyer* (> $5,000 or restricted)
- Yes →

PALCard (unrestricted items ≤ $5,000)

Restricted or > $5,000

Services

Contract Services Involvement

Travel
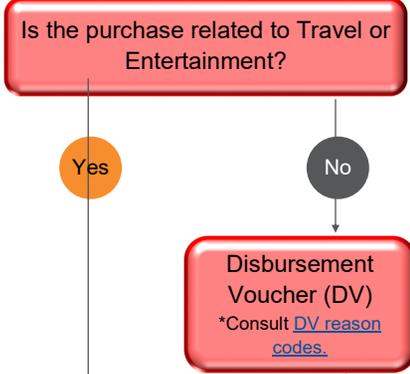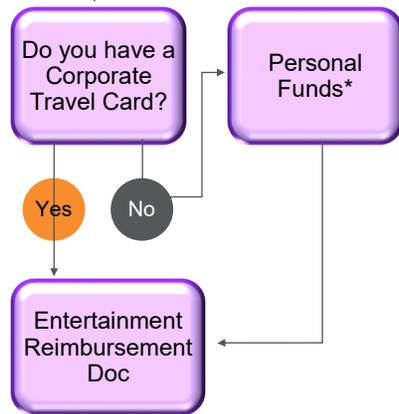
Travel includes the following:
- Airfare
- Lodging
- Meals (self or entertainment)
- Transportation (parking)

Note: Emergency supply purchases e.g. lost/stolen laptop while you are on travel status can be purchased on a Corporate Card if you do not have a PALCard.

Do you have a Corporate Travel Card?
- Yes
- No → **Personal Funds***

Travel Reimbursement Doc
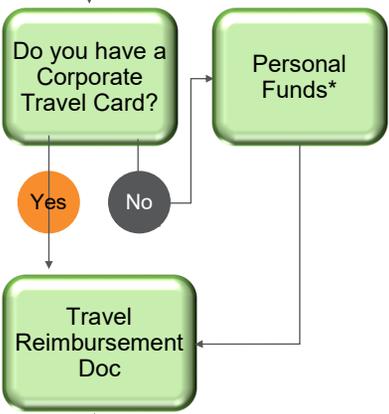
Entertainment

Entertainment includes the following:
- Business Meeting
- Entertainments/Perspective Donors
- Recruitment/Donor
- Employee Morale (Must be tied to a bigger event, e.g. lunch)
- Programmatic (student event)
- On the Job Meals

Do you have a Corporate Travel Card?
- Yes
- No → **Personal Funds***

Entertainment Reimbursement Doc

Other

Is the purchase related to Travel or Entertainment?
- Yes
- No →

Disbursement Voucher (DV)
Consult DV reason codes.

Note: View link for Gifts/Non-Cash Awards: https://www.accounting.uci.edu/ap/travel/before/travel-card.php

*UCI reimburses the individual when personal funds are used. UCI pays the Corporate Card directly when corporate card is used.

Emergency Purchase (no food/travel) Using Personal Funds

Use code B. Nature of emergency must be stated on DV.