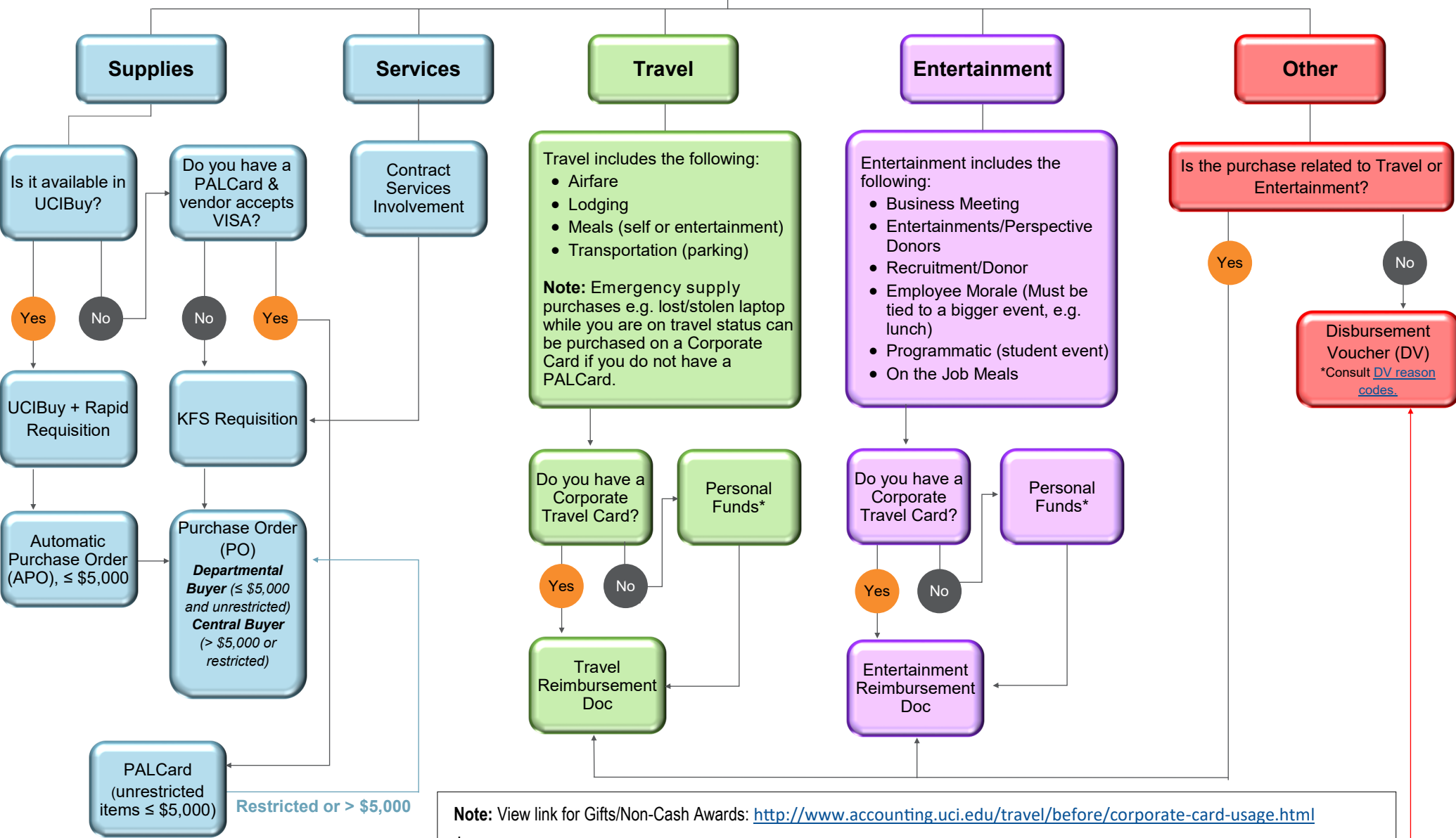


Use the flowchart to determine the best payment process/method. This document doesn't replace applicable training, but should be used as a desktop reference to make sure the correct process/method supports policy.

What is your transaction type?



Note: View link for Gifts/Non-Cash Awards: <http://www.accounting.uci.edu/travel/before/corporate-card-usage.html>

*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.

UCI's Purchasing and Accounting Departments create systems and training to help users follow policies in regards to purchasing goods, services, travel or entertainment. As a public entity, UCI requires certain protocols and approvals are in place for all purchase transactions. Using personal funds to circumvent protocols to acquire goods and services is not acceptable unless it is a business emergency. The decision tree on the following page is designed to be an at-a-glance reference tool to guide users to the correct transaction. Please review the chart below for appropriate training and resources.

Topic	Training	Additional Resources
<p>Purchase of Goods or Services</p> <p>Employees who buy goods without a Low Value Purchase Authority is making an unauthorized purchase as outlined in policy 707-10, section G: Reimbursement for Unauthorized Purchases</p>	<ul style="list-style-type: none"> • KFS Basics • KFS PURAP: Requisition Fundamentals • KFS PURAP: Requisition for Capital Asset • KFS PURAP: UCIBuy + Rapid Requisition • KFS PURAP: Requisition—Business Contracts/Agreements • KFS PURAP: PO Fundamentals 	<ul style="list-style-type: none"> • UCIBuy • Apply for PALCard • Become a Contract Manager • Purchasing Methods Guide • Business Contracts/Agreements • Info on Equipment Management/Capital Asset
<p>Travel</p>	<ul style="list-style-type: none"> • KFS Basics • KFS TEM Basics • KFS TEM: Beginning Travel • KFS TEM: Advanced Travel • KFS TEM: Travel Reimbursements 	<ul style="list-style-type: none"> • Info on Travel • UCI Policy 715-01: Travel, transportation and entertainment • UC Policy G-28: Travel
<p>Entertainment</p>	<ul style="list-style-type: none"> • KFS Basics • KFS TEM Basics • KFS TEM: ENT Event/Meeting 	<ul style="list-style-type: none"> • UC BUS-79: Expenditures for Business Meetings, Entertainment
<p>Other (e.g. honoraria, gifts & non-cash awards, etc.)</p>	<ul style="list-style-type: none"> • KFS Disbursement Voucher 	<ul style="list-style-type: none"> • Disbursement Voucher (DV) Payment Reasons

- **Note:** Construction services, facility repairs/renovations, equipment moving services, janitorial services, insurance, tax-free alcohol, or items being purchased with federal funds use a different buying method/process. Please consult for the [Purchasing Methods Guide](#) for additional information.