

### Dartmouth Transaction Matrix

		Internal Services	External Transactions						
P Primary Resource		Please use internal resources before primary and secondary external resources.  If you have any questions please contact Tammy Moffatt at 646-2846.	Procurement Services		Accounts Payable		Cashier's Office		Payroll
S Secondary Resource			Procurement Card <\$2,500	Purchase Order	Non PO Invoice	MIPV	Travel/ Expense	Corp Card	Payroll
Type of Transaction									
Advertising Costs			P			S			
Animals		Animal Resources (Must use Animal Requisition)							
Animal Supplies			P	S					
Books (non-library & other printed texts)			P	S					
Bottled Water			P			S			
Catering (Must be on approved Caterers List)		<a href="http://www.dartmouth.edu/~rmi/forms/caterers.html">http://www.dartmouth.edu/~rmi/forms/caterers.html</a>	P			S			
Cellular Phones		Telephone Services (Short-term rentals)	P	S					
Chemicals - Custodial		Central Stores	P	S					
Chemicals - Laboratory		Borwell/Burke/Remsen Stockrooms	P	S					
Cleaning/Linen/Laundry Services			P	S					
Cleaning Supplies		Central Stores	P	S					
Clothing:									
	Miscellaneous Apparel		P	S					
	Uniforms		P	S					
Coffee Service			P			S			
Computer Products and Services:									
	Accessories	The Computer Store	P	S					
	Hardware	The Computer Store		P					
	Maintenance & Repairs - Micro Computers	Telecommunications		P					
	Maintenance & Repairs - Other Computers			P					
	Rentals/Leases	The Computer Store		P					
	Software	The Computer Store	P	S					
	Supplies	The Computer Store	P	S					
	All other			P					
Conference Fees			P			S			
Construction Contractors		"Contract for Services" form required		P					
Delivery Services:									
	UPS	Central Stores, Vail Receiving, Borwell Receiving	P			S			
Dues/Memberships/Donations			P			S			
Electrical Supplies		Central Stores, FOM Stockroom	P	S					
Electronic Supplies		FOM Stockroom/Burke Stockroom	P	S					
Entertainment							P		
Equipment (Capital Value > \$2,500)				P					
Equipment (Non-Capital)			P	S					
Equipment (Used)		Materials Management (Procurement Services)		P					

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Type of Transaction								
Flowers		P		S				
Flowers - Maintenance of plants, set up, etc	"Contract for Services" form required		P					
Food Purchases (Take out, business related deliveries & pickups)		P		S				
Fuels/Oils/Lubricants	Central Stores (Gasoline)		P					
Furnishings (Curtains, Lamps, Pictures)		P	S					
Furniture (Desk, Chairs, Bookshelves, etc.)	Central Stores (Standard Stocking Program)		P					
Hazardous Materials			P					
Laboratory Products & Services:								
Chemicals	Borwell/Burke/Remsen Stockrooms	P	S					
Equipment (Capital)			P					
Equipment (Non-Capital)		P	S					
Gases		P	S					
Supplies	Borwell/Burke/Remsen Stockrooms	P	S					
Laundry/Linen/Cleaning Services		P	S					
Maintenance/Service and Repairs:								
Copiers			P					
Equipment (One Time Charge)		P	S					
Micro Computers	Telecommunications		P					
Office Equipment			P					
Vehicles		P	S					
All other			P					
Moving and Relocation:								
Employee Household Moves			P					
Employee Reimbursements						P		
Office Relocation			P					
All other			P					
Museum Acquisitions				P				
Paper	Central Stores (xerographic)	P	S					
Pest Control		P	S					
Photocopy Services	College Copy Ctr. (Thayer Hall) (Direct charges to accounts)	P	S					
Photographic Services		P	S					
Photographic Supplies	Borwell/Remsen Stockrooms	P	S					
Plumbing Supplies	FOM Stockroom	P	S					
Postage	Central Stores (Stamps), Hinman (Postage), Design Printing & Mailing Services	P		S				
Printing & Typesetting		P	S					

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Type of Transaction									
Professional and Personal Services:									
Editors	Design Printing & Mailing Services		S			P		?	
Honorariums (Token - Gifts)						P			
Lecture Fees (contracted amount)	"Contract for Services" form required		P						
Other Professional/Personal Services	"Contract for Services" form required		P						
Participation Fees (Simulated Patients, Interviews)								P	
Performers and Entertainers (Hopkins Ctr)				S		P			
Performers and Entertainers (Non-Hopkins Ctr)	"Contract for Services" form required		P						
Readers Fees			S			P		?	
Referees, Judges, Officials, etc.				S		P			
Scorekeeper, Statistician, Time Keeper, Clock Operator, Penalty Box Attendants			P					S	
Stipend						P			
Subject Fees ( Human Subjects)						P			
Temporary Employment Services	TOP, Technical Needs							P	
Training Fees								P	
Radioactive Materials	Environmental Health & Safety (Must use Radio Isotope Requisition)								
Rentals - Leases:									
Audio - Visual	Office Of Instructional Services		P						
Computers	The Computer Store		P						
Facilities	FO&M		P						
Office Equipment (Copiers/Postage/Fax)			P						
Vehicles (Long term)			P						
Vehicles (Short term)	VOX (Parking Operations), Off-Campus (Avis Car Rental)					S	P		
All Other			P						
Security Services			P						
Subscriptions - Magazines, Periodicals, Other		P		S					
Supplies (General)		P	S						
Toners (Fax Machine and Laser Printers)	Central Stores for fax machines. Computer Store for laser printers.	P	S						
Travel:									
Air, Train, Limo, Taxi, & Bus Fares	College Travel Office (Direct charges to accounts)					S	P		
Non-Employee Reimbursements				P					
Other Travel Costs (Hotels, etc.)	College Travel Office					S	P		
Utilities				P					

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Vehicles:										
	Leases (Long-term)			<b>P</b>						
	Purchase			<b>P</b>						
	Rentals (Short-term local)	VOX (Parking Operations)					<b>P</b>			
	Repair - Services		<b>P</b>	<b>S</b>						