

# Dartmouth Purchasing Transaction Matrix

If you have any questions please contact Tammy Moffatt at 646-2846.

**Internal Services**  
Please use internal resources before primary and secondary external resources. All charges will be billed DIRECTLY to your chart string (account number).

The "Contract for Services" form is also known as the Independent Contractor Form

**TYPE OF PURCHASING TRANSACTION**

External Transactions								
Natural Class	Procurement Services	Accounts Payable	Cashier's Office	Payroll				
	Card < \$2,500	PO	Non PO Invoice	MIPV	Business Expense	Corporate Card	Payroll	
	P = Primary Resource		S = Secondary Resource					
	Advertising Costs	7611-7615	P	S				
Animal Resource Center	7811 - 7899	Animals (Must acquire an Animal Requisition Number)	7411					
		Animal Supplies Bedding	7412	P	S			
		Animal Supplies Feed	7413	P	S			
		Books & Other Publications (non-library)	7530-7549	P	S			
		Bottled Water	7501	P	S			
		Catering (See Approved Caterers List) <a href="http://www.dartmouth.edu/~rmi/forms/caterers.html">http://www.dartmouth.edu/~rmi/forms/caterers.html</a>	7763	P	S			
Telephone Services (Short-term rentals)	7811 - 7899	Cellular Phones	8043	P	S			
Central Stores	7811 - 7899	Chemicals - Custodial	7431	P	S			
Borwell/Burke/Remsen Stockrooms	7811 - 7899	Chemicals - Laboratory	7471 & 7472		P			
		Laundry Services/Linens	7771	P	S			
Central Stores	7811 - 7899	Cleaning Supplies	7502	P	S			
		Clothing:						
		Miscellaneous Apparel	7516	P	S			
		Uniforms	7516	P	S			
		Coffee Service	7503	P	S			
		Computer Products and Services:						
The Computer Store	7811 - 7899	Accessories	7504	P	S			
The Computer Store	7811 - 7899	Hardware	7034		P			
The Computer Store	7811 - 7899	Maintenance&Repairs - Other Computers	7263		P			
The Computer Store	7811 - 7899	Rentals/Leases	7213		P			
The Computer Store	7811 - 7899	Software	7505	P	S			
The Computer Store	7811 - 7899	Supplies	7504	P	S			
		All other	7504		P			
		Conference Registration Fees (No meals, rooms, etc)	8161	P	S			
		Conference Registration Fees (Hosted events)			P			
		Construction Contractors: "Contract for Services" Form Required	various depending on end use		P			
Central Stores, Vail and Borwell Receiving	7811 - 7899	Delivery Services/Freight	7682	P	S			
		Dues/Memberships	8441	P	S			
Stockroom	7811 - 7899	Electrical Supplies	7432	P	S			
FOM or Burke Stockroom	7811 - 7899	Electronic Supplies	7507	P	S			
		Entertainment	8201-8202				P	

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Jul-08

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			Natural Class		TYPE OF PURCHASING TRANSACTION		P = Primary Resource      S = Secondary Resource				
Department Name	Natural Class		Natural Class	Card < \$2,500	PO	Non PO Invoice	MIPV	Business Expense	Corporate Card	Payroll	
		<b>Equipment</b>									
		<i>Equipment Non Capital (Total Cost Less Than \$4,999.99)</i>	7031-7043	S	P						
		<i>Equipment (Total Cost Between \$5,000.00 and \$24,999.99)</i>	7111-7124		P						
		<i>Equipment (Total Cost Greater Than \$25,000.00)</i>	7561 - 7586		P						
Materials Management	7811 - 7899	<i>Equipment (Used) - See Equipment</i>			P						
		<b>Flowers</b>	8423	P		S					
		Flowers - Maintenance of plants, etc	7789		P						
		Food Purchases (Take out, business related)	8151	P		S					
		<b>Fuels/Oils/Lubricants</b>									
Central Stores (Gasoline)	7811 - 7899	<i>Supplies Facilities - Fuel</i>	7433	P	S						
		<i>Utilities Other - Special Fuels</i>	8064	P	S						
	7811 - 7899	<b>Furniture and Furnishings</b>									
		<i>Fixtures and Furnishings under \$4,999.99</i>	7061 - 7073		P						
		<i>Fixtures and Furnishings between \$5,000.00 and \$24,999.99</i>	7131 - 7153		P						
		<i>Fixtures and Furnishings over \$25,000.00</i>	7581		P						
		Gift Certificates (Under \$50 can be on a PCard) <b>ALL GIFTS MUST BE REPORTED FOR TAX PURPOSES TO ACCT PAYABLE OR PAYROLL</b>	8424								
Environmental Health and Safety	7811 - 7899	<b>Hazardous Materials Waste Disposal</b>	7818		P						
		<b>Honorariums</b> (defined as token payment for services - amount is determined by Dartmouth not the payee)	7768				P				
Borwell/Burke/Remsen Stockrooms	7811 - 7899	<b>Laboratory Products &amp; Services:</b>									
		<i>Chemicals - Reagent</i>	7472		P						
		<i>Equipment - Refer to Equipment Above</i>									
		<i>Gases</i>	7471	P	S						
		<i>Supplies - Specific Type</i>	7411 - 7519	P	S						
		<b>Laundry/Linen/Cleaning Services</b>	7771	P	S						

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**TYPE OF PURCHASING TRANSACTION**

External Transactions								
Natural Class	Procurement Services	Accounts Payable	Cashier's Office	Payroll				
	Card < \$2,500	PO	Non PO Invoice	MIPV	Business Expense	Corporate Card	Payroll	
	P = Primary Resource		S = Secondary Resource					
	<b>Maintenance/Service and Repairs:</b>							
	<i>Copiers</i>	7269	P	S				
	<i>Equipment Maintenance Contracts</i>	7311 - 7331	P	S				
Telecommunications	7811 - 7899	<i>Micro Computers</i>		P				
		<i>Office Equipment</i>		P				
		<i>Vehicles</i>	P	S				
		<i>All other</i>		P				
	<b>Moving and Relocation:</b>							
		<i>Employee Household Moves</i>		P				
		<i>Employee Reimbursements for Household Moves</i>				P		
		<i>Office Relocation</i>		P				
		<i>All other</i>		P				
	<b>Museum Acquisitions</b>							
		7421			P			
Central Stores (xerographic)	7811 - 7899	Paper	7511	P	S			
		Pest Control	7789		P			
College Copy Ctr. (Thayer Hall)	7811 - 7899	Photocopy Services	7777	P	S			
		Photographic Services	7755	P	S			
Borwell/Remsen Stockrooms	7811 - 7899	Photographic Supplies	7481	P	S			
FOM Stockroom	7811 - 7899	Plumbing Supplies	7441	P	S			
Central Stores (Stamps), Hinman (Postage), Design Printing & Mailing Services	7811 - 7899	Postage						
		<i>Bulk</i>	7691	P		S		
		<i>Standard</i>	7692	P		S		
Design Printing & Mailing Services	7811 - 7899	Printing & Typesetting	7778	P	S			

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			Natural Class		TYPE OF PURCHASING TRANSACTION		P = Primary Resource S = Secondary Resource			
Department Name	Natural Class		Natural Class	Card < \$2,500	PO	Non PO Invoice	MIPV	Business Expense	Corporate Card	Payroll
		<b>Professional and Personal Services:</b>								
		<i>Consulting "Contract for Services" Form Required</i>	7745		P					
		<i>Editors (person hired to edit documents) Payment Over \$2500 Require PO and "Contract for Services" Form</i>	7758		S	P				
		<i>Illustrators "Payment Over \$2500 Require PO and "Contract for Services" Form</i>	7758		S	P				
		<i>Lecture Fees</i>	7751		P					
		<i>Other Professional/Personal Services "Contract for Services" Form Required</i>	7789		P					
		<i>Participation Fees (Simulated Patients, Interviews, Mileage, Care)</i>	7671 - 7675							P
		<i>Performers and Entertainers (with departmental contract) "Attach a copy of the departmental contract to the invoice"</i>	7754			S	P			
		<i>Performers and Entertainers (without departmental contract) "Contract for Services" Form Required</i>	7754		P					
		<i>Photographers "Payment Over \$2500 Require PO and "Contract for Services" Form</i>	7755		S	P				
		<i>Readers Fees Payment Over \$2500 Require PO and "Contract for Services" Form</i>	7758		S		P			
		<i>Referees, Judges, Officials, etc.</i>	7775			S	P			
		<i>Scorekeeper, Statistician, Time Keeper, Penalty Box Attendants "Contract for Services" Form Required</i>	7775		P					
		<i>Stipend</i>	7002, 7005, 7006				P			
		<i>Subject Fees (Human Subjects)</i>	7672 or 7675				P			
Contact Human Resources	7811 - 7899	<i>Temporary Employment Services</i>	7786			P				
		<i>Training/Teaching Fees</i>	7751, 7745, 7786, 7789						P	
		<i>Writers Fees Payment Over \$2500 Require PO and "Contract for Services" Form</i>	7758		S	P				
Environmental Health & Safety	7811 - 7899	<b>Radioactive Materials (Must acquire a Radio Isotope Requisition Number)</b>	Various depending on end use		P					

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	<b>Rentals - Leases:</b>							
Office Of Instructional Services	7811 - 7899	Audio - Visual	7222 - 7223		P			
The Computer Store	7811 - 7899	Computers	7213		P			
		Facilities, Space	8086 - 8087		P	S		
		Office Equipment (Copiers/Postage/Fax)	7219		P	S		
		All Other	7211-7237		P			
		Security Services	7782		P			
		Subscriptions - Magazines, Periodicals,etc	7533		P		S	
		Supplies - Specific Type	7411 - 7519		P	S		
		Taxes (Property)	8082				P	
Computer Store for laser printers.	7811 - 7899	Toners (Fax Machine and Laser Printers)	7512		P	S		
		<b>Travel:</b>						
College Travel Office	8141	Air - Domestic	8141				S	P
College Travel Office	8111	Air - Foreign	8111				S	P
College Travel Office	8143	Hotels - Domestic	8143				S	P
College Travel Office	8113	Hotels - Foreign	8113				S	P
College Travel Office	8142	Ground Transportation - Domestic	8142				P	
College Travel Office	8112	Ground Transportation - Foreign	8112				P	
		Meals - Domestic	8144				P	
		Meals - Foreign	8114				P	
		Mileage Reimbursements - Employees	8145				S	P
		Mileage Reimbursements - NonEmployees	8146				S	P
		Utilities (electric, heat, sewer, water, etc)	8060-8066		P		S	
		<b>Vehicles:</b>						
		Leases (Long-term)	7237			P		
		Purchase, cost under \$25,000.00	7171			P		
		Purchase, cost over \$25,000.00	7582			P		
VOX (Parking Ops), Off-Campus (Avis Car Rental)	7811 - 7899	Rentals (Short-term local)	7237				P	S
		Repair - Services	7285		P	S		