Buying & Paying Matrix

Buying & Paying Mai	LEGEND ✓ Preferred Method											Method of Entry													
	Secondary Method TBD - Open Decision	Transaction System									Coi	Banner					ProConnect (Jaggaer)								
Type of Payee	Type of Purchase / Payment		aper / Off Line	SlinCard	Jniversity Fuel Card	University Purchasing Card	Concur	ProConnect (Jaggaer)	Sanner Student	3anner Finance		Expense Report	Credit Card Reconciliation		Direct Payment Emry	ayment Reqeust Process	Bursar - Student Related Payment	Payroll	Non-Catalog - Req/PO	nd Con. Services Form - Req/PO	unchout / Catalog Req/PO	Subaward - Req/PO	Standing Order Form - Req/PO	Honorarium Form	V/A
Credit Card Charge	Purchasing Card					1							٧	,											
Credit Card Charge	Gas / Fleet Card	ľ								✓				,	/										
Credit Card Charge	Travel Card					✓			•••••••••••																
Employee	Employee Moving and Relocation								••••••	✓								✓							
Employee	Cash Advance				••••••		✓		.•	✓		1		,	/	Ī								İ	
Employee	Reimbursements / Subscriptions / Memberships									✓				,	/	İ									
Employee	All Travel Related Expenses / Conferences			•	••••••		✓		.•			1				Ì					•••••				
Students	Refunds			•					✓							Ī	✓				•••••				
Students	Rowan Bucks								✓								✓								
Students	Stipend / Reimbursements									✓				,	/										
Employee	Prizes / Awards [Gift Cards]			•	••••••				.•	✓								✓			•••••				
Supplier	Goods (Tangible Items / Catalog)			•	••••••			✓													✓				
Supplier	Services (any non tangible provision of services, utilities or fees)			•	••••••			✓															✓		
Supplier	Services by Ind. Contractor			•				✓	.•											✓	•••••				
Supplier	Royalties / Licensing (not Software)				••••••			✓	.•	✓		İ		,	/	Ī			✓					İ	
Supplier	Construction Services				••••••			✓	.•					ı									✓		
Supplier	Sponsored Research Sub-Awards			•				✓	.•					ı							•••••	✓			
Supplier	Honorarium(a)							✓	••••••															1	
Supplier	Entertainers, Speaker			•	••••••			✓	.•			İ				Ì					•••••		✓		
Supplier	Employee Benefit / Health / Ret. Plans								••••••	✓				,	/										
Supplier	Insurance Services / Policies							✓	••••••														✓		
Supplier	Debt Service Payment							✓	••••••					ı									✓		
Supplier	Financial Services Fees			•	••••••			✓	.•												•••••		✓		
Employee	Research Participation / Human Trials			✓																					
Employee	Garnishments								••••••	✓				,	/			✓							
Supplier	Recurring Lease/Rent (Facility)							✓]										•		✓		
Supplier	Government Payments (Taxes, Visas, Permits)					✓		✓						,	/	İ							✓		
Supplier	Utilities (delviery / provisioning of)	Ĭ			••••••			✓	••••••												••••••	•••••	✓		
Supplier	Memberships, Group, Sponsorships	ľ			••••••	✓			••••••												••••••	•••••			
Study Participants	Research Participation / Human Trials	Ì		✓						•				,	/										
Non-employee Traveler	Guest Travel & Reimbursable Expenses	ľ								✓				,	/	Ī									