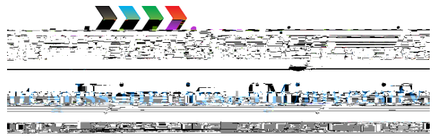
	One Card	Requisition through Supply Chain	Payment Request (Non-PO Voucher)	Appropriate Office for Signature	Policy Links	Required Documentation/Other Notes
						S&T Financial Aid Office
Advertising - Newspaper, Radio, Television, Billboards, Marketing, etc.	</= $5000	> $5,000		Supply Chain		See notes 2 and 4 at the bottom of the page.
Alcoholic Beverages	X				BPM 217 - Incidental Expenses	
Auctions, Public	X				PPM 605 - Surplus Property	
Business Meals:					BPM 219 - Travel & Other Business Expenses	
MU	X					
UMKC	X					Exclusive to Sodexo in Student Union and Atterbury Student Success Center. Click HERE for more information.
UMSL	X					Exclusive to Sodexo. Click HERE for UMSL Food Permit Application and Information.
S&T	</=					

One Card	Requisition through Supply Chain	Payment Request (Non-PO Voucher)	Appropriate Office

	One Card	Requisition through Supply Chain	Payment Request (Non-PO Voucher)	Appropriate Office for Signature	Policy Links	Required Documentation/Other Notes	

	One Card	Requisition through Supply Chain	Payment Request (Non-PO Voucher)	Appropriate Office for Signature	Policy Links	Required Documentation/Other Notes

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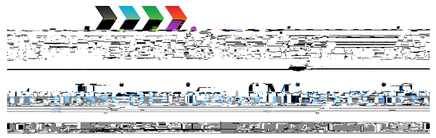	One Card	Requisition through Supply Chain	Payment Request (Non-PO Voucher)	Appropriate Office for Signature	Policy Links	Required Documentation/Other Notes
Software/Software Licensing Agreements	</= $5000	> $5,000			BPM-1204 Information Technology & Telecommunications Purchases	IT approval required prior to purchase. Departments should check with their IT Pro before making a purchase to determine compatability and supportability.
Speaker Fees/Honorarium			X	Business Services		Grant funded Speaker agreements should be processed by the appropriate sponsored programs office. MU and UMKC - Contracts must be signed by an Authorized University official if over $500. UMSL and S&T - ALL Contracts must be signed by an Authorized University Official.
Subscriptions - Journals, Publications, Newspapers	X					If supplier does not accept One Card, pay via Payment Request
Subscriptions - Electronic/Online Services		X		Supply Chain	BPM-1204 Information Technology & Telecommunications Purchases	Campus IT approval required prior to purchase.
Transportation Services (Chartered Buses, Aircraft, Watercraft, etc.)		X		Supply Chain		