

TRANSACTIONS NOT REQUIRING A REQUISITION/PURCHASE ORDER AND THOSE REQUIRING SPECIFIC APPROVAL

*****The use of a direct pay invoice where no vendor code is required is restricted to a one-time payment, where a continuing relationship is not expected and a vendor code does not already exist*****

Type of Transaction	Restricted to Specific Campus, Office and/or Individual	Direct Pay VENDOR CODE REQUIRED	Direct Pay NO VENDOR CODE ***	Pcard	Conv Check	Petty Cash Under \$200	Imprest Checking
Advertisements (newspaper, radio, TV) excluding help wanted	NA	X		X	X		
Affiliated foundation payments	USNH Controller or USNH Vice Chancellor & Treasurer	X					
Air/rail travel arrangements	NA			X w/exception			
Association assessments (Accreditation)	NA	X					
Athletic game official fees	NA	X					
Audit services	USNH Controller or USNH Vice Chancellor & Treasurer	X					
Books/pamphlets/sheet music (excluding classroom text)	NA	X	X	X	X	X	X
Business expense reimbursement/ Employee (day trips, business meals, etc.)	NA	X		X w/exception	X	X	X
Business expense reimbursement/ Employee (travel-overnight)	NA	X					
Business expense reimbursement/ Non-Employee (day trips, business meals, etc.)	NA	X	X	X w/exception	X	X	X
Business expense reimbursement/ Non-Employee (travel-overnight)	NA	X	X				
Change fund establishment	USNH Controller	X					
Charitable contributions	USNH Vice Chancellor & Treasurer	X					
Competition judges	NA	X					
Conference registration & workshop fees	NA	X	X	X	X		
Copying	NA			X	X	X	X
Copyrights/royalties	NA	X					
Demurrage (holding fee/shipping)	NA	X		X	X		
Dues/membership fees	NA	X	X	X	X	X	X
Employee wage advances	USNH Payroll	X					
Employee withholding payments to agencies & vendors	USNH Payroll	X					
Enterprise Rent-a-Car	NA			X			
Film, tape and slide rental or purchase	NA	X		X	X	X	X

Type of Transaction	Restricted to Specific Campus, Office and/or Individual	Direct Pay VENDOR CODE REQUIRED	Direct Pay NO VENDOR CODE ***	Pcard	Conv Check	Petty Cash Under \$200	Imprest Checking
Freight and delivery charges	NA	X		X	X		
Fuel charges to State of NH	NA	X					
Gas for vehicles	NA	X		X w/exception			
Guarantee for sporting events	NA	X					
Health, dental and other employee benefit services	USNH Benefits Office	X					
Help wanted advertisements	Human Resources	X		X w/exception			
Honorarium	NA	X					
Imprest checking establishment	USNH Controller	X					
Imprest checking replenishment	NA	X					
Insurance (non-employee benefit related)	Manager of Cash & Investments	X					
Investments	USNH Vice Chancellor & Treasurer	X					
Legal fees and settlements	USNH General Counsel	X					
Library acquisitions	NA	X		X	X		
Library (inter-library loans)	NA	X	X	X	X		
Licenses/registration (alcohol, TV, and vehicles)	NA	X		X	X		X
Local retail purchases	NA			X	X	X	X
Maintenance & repair of small equipment (not service)	NA	X		X	X	X	
Meeting expenses	NA				X	X	X
Membership fees	NA	X	X	X	X	X	X
Municipalities (e.g. payments to a town for police services, water, sewer, taxes, etc.)	UNH	X					
Non-travel advances < \$200	NA	X			X	X	X
Non-travel advances > \$200	Campus Business Office or USNH Controller	X			X		
Petty cash establishment	USNH Controller	X					
Petty cash replenishment	NA	X					
Postage and postage meters	NA	X		X	X	X	X
Prizes (Cash prize due to raffles & not connected to employment; less than \$600)	NA	X	X		X w/exception		
Real estate acquisitions	USNH Vice Chancellor & Treasurer	X					
Registration Payments (typically conferences)	NA	X	X	X	X		X
Room rental fee (one-time)	NA	X		X	X	X	X
Royalties	NA	X					

Type of Transaction	Restricted to Specific Campus, Office and/or Individual	Direct Pay VENDOR CODE REQUIRED	Direct Pay NO VENDOR CODE ***	Pcard	Conv Check	Petty Cash Under \$200	Imprest Checking
Safety deposit box fees	Campus Business Office or USNH Controller	X					
Service fees for charge/credit cards	NA	X					
Services/Independent Contractors-One or two days in duration (Short-term)	NA	X					
Software purchases: less than bid limit	NA	X		X	X		
Software license renewals: Less than bid limit	NA	X		X	X		
Student refunds and rebates	Campus Business Office	X	X				
Subscriptions	NA	X		X	X	X	X
Superintendent of Documents/NTIS	NA	X					
Supplies	NA			X	X	X	X
Taxes	USNH Controller or USNH Vice Chancellor & Treasurer	X					
Travel advances	Campus Business Office or USNH Controller	X					
TV programs (rights to shows)	NA	X					
Uniform/clothing allowances	Campus Business Office	X					
Uniforms and military exchanges	NA	X		X			
Utilities (electricity, telephone services, cable TV, internet services, cell phones, municipal service, etc.)	UNH	X		X	X		
Vehicle rental [other than Enterprise; travel related]	NA			X w/exception	X		
Workers compensation related payments	USNH Benefits Office	X					