Quick Reference Guide

Purpose

This guide provides a quick reference for determining the appropriate payment method for common University purchases. Use the table below to identify whether a purchase should be made using a PCard, Travel Card, Jaggaer, or AirCard.

Items requiring a contract prefer or may require direct billing (invoice and/or check payment).

		PCard	Travel Card	Jaggaer (Invoicing)	AirCard
Food & Meals	**Catering with setup, serving or plating**			x	
	Food pickup or delivery		x		
	Prepared food		x		
	Restaurant meals for business (in town)		x		
	Shelf-stable food/snacks	[Classroom Use / Office Stash]	[Identifiable Recipients]		
	Delivery apps (Uber Easts, DoorDash)		x		
Goods & Supplies	**Books, periodicals, and articles (one-time purchases)**	x			
	Classroom supplies	x			
	Customized goods			x	
	Non-customized goods < $2500	x			
	Goods > $2500			x	
	Lab animals or animal products			x	
	Office supplies	x			
	One-time software/database fees (annual memberships)	[With IT Purchasing Preapproval]			
	Non-regulated research equipment < $2,500	x			
	Specialty / regulated research substances			x	
	Guest airfare				x

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Guests or Students	**Guest travel (hotel, meals, Uber/taxi)**		x		
	Student airfare				x
	Student lodging		[Exceptions]	x	
Other Purchases	**Accreditation Fees > $2500**			x	
	Accreditation Fees < $2500	x		Preferred	
	Equipment rental (excluding cars)			x	
	HF Customs			x	
	Professional or departmental memberships fees	x			
	Publication fees	x			
	Punchout catalog vendors			Required	
Services & Events	**Consulting and professional services**			x	
	Contracted Services or Events		[Only Explicit Contract Terms]	x	
	Food Truck Coming to Campus			[Contract]	
Travel	**Employee airfare**		Not Preferred		Preferred
	Conference registration (including online)		x		
	International country fees (ETA, etc.)		x		
	Employee hotel		x		
	Limos, Charters and Group Transportation			x	
	Parking Fees		x		
	Preloaded toll tags		[Fleet Vehicles Only]		
	Rental Car		x		
	Restaurant meals during business travel		x		
	Tolls paid directly at booth		x		
	Uber, Lyft, Taxi, etc.		x		

Table Legend

- **X:** Fully permitted items
- **Preferred / Required:** Designated purchasing method
- **[Brackets]:** Additional restrictions or considerations

Payment Method Definitions

- **PCard:** For eligible tangible goods, publication fees, and memberships. Not for travel, prepared food, services, or Jaggaer punchout purchases. Customized goods are generally considered a service.
- **Travel Card:** For eligible travel expenses, conference registrations, and permitted business meals or prepared food. Not for tangible goods. Travel Cards may also be used by an employee to pay for eligible guest travel expenses.
- **Jaggaer:** For purchases requiring a purchase order, contracted services, punchout catalogs, and purchases outside card limits or permitted card uses. Contract requests and the associated approval process are also completed through Jaggaer.
- **AirCard:** Used for airfare booked through Anthony Travel or Concur, rather than the cardholder's Travel Card. Airfare purchases do not affect a cardholder's Travel Card limits. The AirCard is a separate card type available to all employees with Concur access. See **AirCard FAQs** for more information.