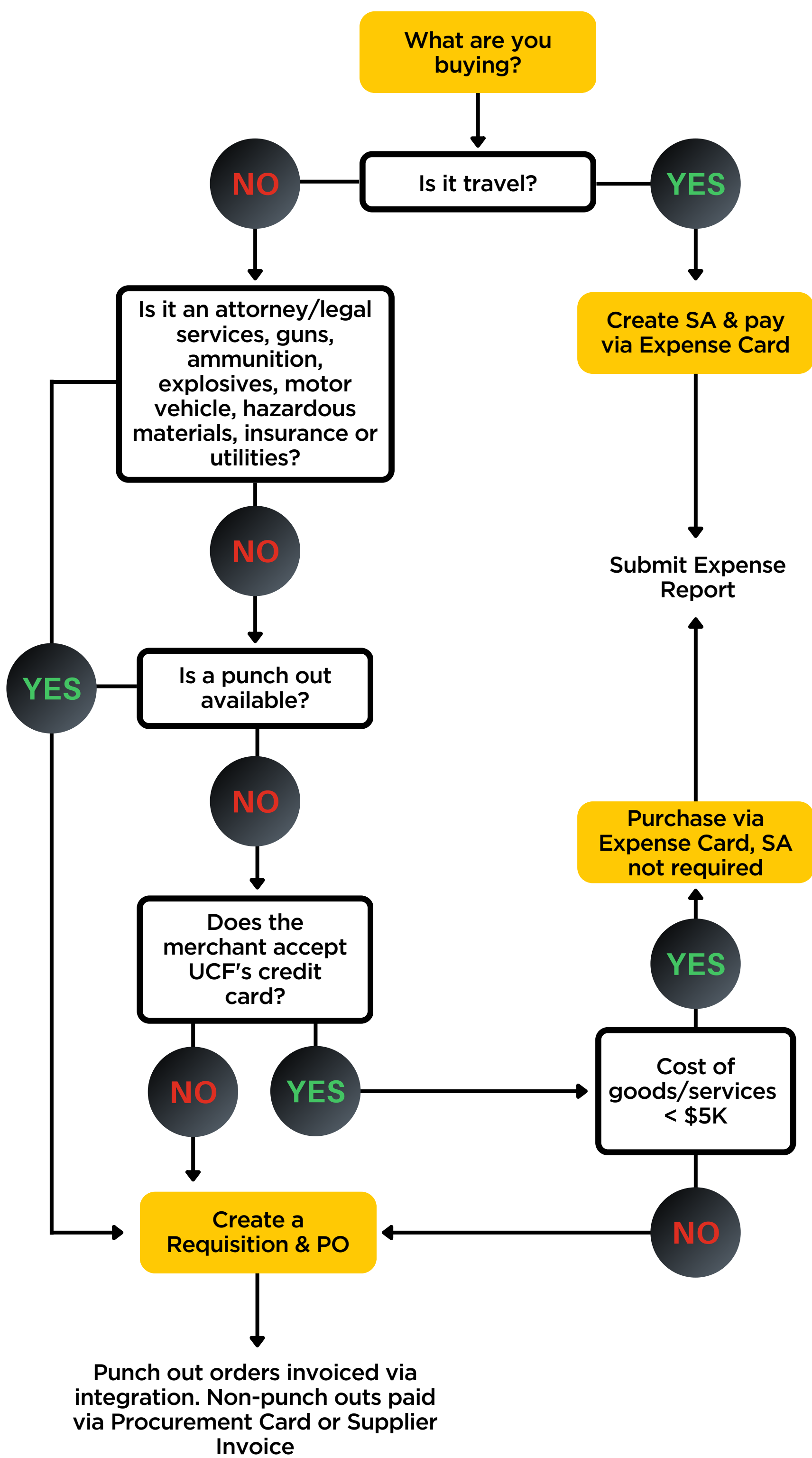


DECISION TREE

HOW TO MAKE PURCHASES IN WORKDAY



SA: Spend Authorization
PO: Purchase Order
Expense Card: Credit card used only for expense items (non-PO). Distribution similar to PCards prior to Workday. Procurement Card: Credit card used only for purchases that relate to a P.O. Distribution will be limited to a small number of centralized users.

Note: Expense card transactions will be reviewed and approved by the Travel/Procurement Coordinator at the College/Division Business Center, supervisor & cost center manager, and Travel/Procurement Specialist at kNEXT, at a minimum. Each expense card has single purchase and monthly limits assigned to it.

PROCUREMENT & EXPENSE CARDS

USAGE GUIDELINES

FOR QUESTIONS ON ALLOWABLE PURCHASES, CONTACT THE PCARD OFFICE AT [CARDPRO@UCF.EDU](mailto:cardpro@ucf.edu)

Note: Purchases made via a Procurement Card should be tied to a purchase order (P.O.).

EXAMPLES OF PURCHASES THAT ARE PROHIBITED ON AN EXPENSE CARD

- | | |
|--|--|
| <ul style="list-style-type: none">• Attorney/legal services• Insurance• Hazardous Materials• Guns• Ammunition• Explosives• Motor vehicles• Employee moving expenses• Utilities• Personal expenses of any kind | <ul style="list-style-type: none">• Punchout suppliers (Amazon, Airgas, Fisher Scientific, Staples, Grainger)• Payments between UCF departments (including UCF Parking)• Traffic/parking citations• Payments to students or employees• Purchases that are associated with a P.O. |
|--|--|

SPLITTING CHARGES TO CIRCUMVENT SINGLE TRANSACTIONS LIMITS IS PROHIBITED

For additional information on fund restrictions that may apply please see the university's Expenditure Guidelines located on the Financial Affairs website.