HOW TO MAKE PURCHASES IN WORKDAY

DECISION TREE

What are you buying?

- **NO**
  - Is it travel?
  - **NO**
    - Is it an attorney/legal services, guns, ammunition, explosives, motor vehicle, hazardous materials, insurance or utilities?
    - **NO**
      - Is a punch out available?
      - **NO**
        - Does the merchant accept UCF’s credit card?
        - **NO**
          - Create a Requisition & PO
          - Cost of goods/services < $5K
          - Submit Expense Report
        - **YES**
          - Purchase via Expense Card, SA not required
          - Submit Expense Report
    - **YES**
      - Create SA & pay via Expense Card
      - Submit Expense Report
  - **YES**
    - Create SA & pay via Expense Card
    - Submit Expense Report

- **YES**
  - Create SA & pay via Expense Card
  - Submit Expense Report

Punch out orders invoiced via integration. Non-punch outs paid via Procurement Card or Supplier Invoice

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.
FOR QUESTIONS ON ALLOWABLE PURCHASES, CONTACT THE PCARD OFFICE AT 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

- Attorney/legal services
- Insurance
- Hazardous Materials
- Guns
- Ammunition
- Explosives
- Motor vehicles
- Employee moving expenses
- Utilities
- Personal expenses of any kind
- 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.