Use the flowchart to determine the best payment process/method. This document doesn’t replace applicable training, but should be used as a desktop reference to make sure the correct process/method supports policy.

**What is your transaction type?**

- **Supplies**
  - Is it available in UCIBuy?
    - Yes: UCIBuy + Rapid Requisition
    - No: KFS Requisition
  - Do you have a PALCard & vendor accepts VISA?
    - Yes: Automatic Purchase Order (APO), ≤ $5,000
    - No: KFS Requisition

- **Services**
  - Contract Services Involvement
    - Yes: Departmental Buyer (≤ $5,000 and unrestricted)
    - No: Central Buyer (> $5,000 or restricted)

- **Travel**
  - Travel includes the following:
    - Airfare
    - Lodging
    - Meals (self or entertainment)
    - Transportation (parking)
  - Note: Emergency supply purchases e.g. lost/stolen laptop while you are on travel status can be purchased on a Corporate Card if you do not have a PALCard.
  - Do you have a Corporate Travel Card?
    - Yes: Travel Reimbursement Doc
    - No: Personal Funds*

- **Entertainment**
  - Entertainment includes the following:
    - Business Meeting
    - Entertainments/Perspective Donors
    - Recruitment/Donor
    - Employee Morale (Must be tied to a bigger event, e.g. lunch)
    - Programmatic (student event)
    - On the Job Meals
  - Do you have a Corporate Travel Card?
    - Yes: Entertainment Reimbursement Doc
    - No: Personal Funds*

- **Other**
  - Is the purchase related to Travel or Entertainment?
    - Yes: Disbursement Voucher (DV)
      *Consult DV reason codes.
    - No: Other

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*UCI reimburses the individual when personal funds are used. UCI pays the Corporate Card directly when corporate card is used.


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*Use code B. Nature of emergency must be stated on DV.*
UCI’s Purchasing and Accounting Departments create systems and training to help users follow policies in regards to purchasing goods, services, travel or entertainment. As a public entity, UCI requires certain protocols and approvals are in place for all purchase transactions. Using personal funds to circumvent protocols to acquire goods and services is not acceptable unless it is a business emergency. The decision tree on the following page is designed to be an at-a-glance reference tool to guide users to the correct transaction. Please review the chart below for appropriate training and resources.

<table>
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<tr>
<th>Topic</th>
<th>Training</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purchase of Goods or Services</strong></td>
<td>• KFS Basics&lt;br&gt;• KFS PURAP: Requisition Fundamentals&lt;br&gt;• KFS PURAP: Requisition for Capital Asset&lt;br&gt;• KFS PURAP: UCI Buy + Rapid Requisition&lt;br&gt;• KFS PURAP: Requisition—Business Contracts/Agreements&lt;br&gt;• KFS PURAP: PO Fundamentals</td>
<td>• UCI Buy&lt;br&gt;• Apply for PAL Card&lt;br&gt;• Become a Contract Manager&lt;br&gt;• Purchasing Methods Guide&lt;br&gt;• Business Contracts/Agreements&lt;br&gt;• Info on Equipment Management/Capital Asset</td>
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<tr>
<td><strong>Travel</strong></td>
<td>• KFS Basics&lt;br&gt;• KFS TEM Basics&lt;br&gt;• KFS TEM: Beginning Travel&lt;br&gt;• KFS TEM: Advanced Travel&lt;br&gt;• KFS TEM: Travel Reimbursements</td>
<td>• Info on Travel&lt;br&gt;• UCI Policy 715-01: Travel, transportation and entertainment&lt;br&gt;• UC Policy G-28: Travel</td>
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<tr>
<td><strong>Entertainment</strong></td>
<td>• KFS Basics&lt;br&gt;• KFS TEM Basics&lt;br&gt;• KFS TEM: ENT Event/Meeting</td>
<td>• UC BUS-79: Expenditures for Business Meetings, Entertainment</td>
</tr>
<tr>
<td><strong>Other (e.g. honoraria, gifts &amp; non-cash awards, etc.)</strong></td>
<td>• KFS Disbursement Voucher</td>
<td>• Disbursement Voucher (DV) Payment Reasons</td>
</tr>
</tbody>
</table>

**Note:** Construction services, facility repairs/renovations, equipment moving services, janitorial services, insurance, tax-free alcohol, or items being purchased with federal funds use a different buying method/process. Please consult for the [Purchasing Methods Guide](#) for additional information.