Emory Commodity Matrix

The Emory Commodity Matrix provides guidance to University Faculty and Staff in determining how to acquire and/or pay for the most commonly ordered goods and services. This commodity matrix is not meant to be an exhaustive list of all possible commodities. For any commodities not listed below, use the most comparable commodity for guidance.

X = The preferred payment method and every effort should be made to procure goods and services using this process first. Secondary = Only use when the preferred method is unavailable. For one-time orders, use your Purchasing Card rather than setting up a new supplier.	**Emory Express Purchase Orders**	**Emory Express Non-PO Purchases - Check Requests**	**Purchasing Card (Pcard)**	**Corporate Card**	**Compass Payment Request**
	This tool is for issuing purchase orders and paying for goods and services fulfilled by a domestic or foreign company that is paid in U.S Dollars.	This form is used for processing payment for invoices where a supplier does not accept a Purchase Order and should be restricted for items listed below.	This card should be used for business-related department expenses not possible through Emory Express.	This card should be used for all your business-related travel expenses.	This tool is for issuing payments to domestic or foreign individuals in any currency. This tool is also used to issue payments to foreign companies not paid in US. Dollars.
Abstract Fees/Journal Publication Fees			X		
Advertising and Marketing	X				
Airfare, Parking & Transportation (Rideshare and Taxis), and Lodging				X	
Art & Antiquities	X				
Athletic Registration Fees		X	Secondary		
Athletic Products	X		Secondary		
Awards/Scholarships/Stipends/Fellowships or through Payroll					X
Books & Periodicals	X		Secondary		
Catering Services - Pcard can only be used in an Emergency, not in ATG	X		Secondary		
Cell Phones, Accessories, and Plans	X				
Charities/Donations		X			
Conference Registration Fees (Travel related)			Secondary	X	
Drugs & Pharmaceuticals	X				
Employee Relocation Moving Expenses					Contact Payroll
Entertainment	For Companies				For Individuals
Gift Cards	X				
Government Agency (Fees/Tax)		X			
Group* Employee related (language from policy) meals and beverages (celebrations)			X	Secondary	
Guest Reimbursements (Non-Employees)					X
Homeland Security			X		
Honorariums and Instructors (Non-Employees)					X
Insurance/Benefits (Limited Use)		X			
IT Equipment, Software, & Telecommunication Products and Services	X				
Laboratory & Medical Supplies and Services	X				
Lab/Office Moves	X				
Maintenance and Repair Operation Supplies (MRO)	X		Secondary (Emergency Only)		
Membership Dues and Subscriptions		Secondary	X		
Office Furniture and Supplies	X				
Payments for fraternities/alumni chapters		X	Secondary		
Postage		X			
Printing and Publication Services	X				
Professional Services	For Companies				For Individuals
Promotional Items (Emory Branded)	X				
Records/Documents Storage	X				
Refunds		For Companies			For Individuals
Royalties		For Companies			For Individuals
Shipping and Courier Services (Not FedEx)**			X		
Space Rentals and related expenses	X				
Study Participants					X
Travel-Related Meals and/or Beverages				X	
Utility Bills (Water, Electricity, Cable, etc.)		X	Secondary		
Vehicle Rentals (Rental of Buses, Cars, Limo, Passenger Vans)			Secondary	X	
Warehouse and Storage Rental			X		

* A Group is defined as more than one person

**Emory has a national government account with FedEx for shipping where Emory is billed centrally so no additional invoice handling is required.

Additional Note: IT supplies, office supplies, and other similar supplies and services should only be purchased through the preferred method listed above. However, when traveling or a similar situation that precludes this option, the supplies and services may be obtained with personnel funds or on the Emory Corporate card and included as an item following the reimbursement process.

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