

Comparison between items current listed in the Direct Pay Exception List and the updated TEM Allowable Payments List

The Office of Business and Financial Services is updating the policies and procedures related to direct payment of vendors through TEM. The updates include replacing the current "Direct Pay Exception List" with the new "Travel and Expense Management (TEM) Allowable Payments List". The current policy "Request Payment for Goods under \$500" is being replaced with "Request Direct Payment for Approved Goods and Services". The changes will become effective on January 1, 2019.

Updated policy [8.6.1 Request Direct Payment for Approved Goods and Services](#) effective, January 1, 2019.

Current Items listed in Direct Pay Exception List	Items Added to the TEM Allowable Payments List	Status	Updated Threshold
Agency account transactions (Fund 9)		Unchanged	
Books (< \$5,000) if bookplate applied by the department		Removed	
Business Meals – See Business and Financial Policies & Procedures 8.12		Unchanged	
Conference registrations < \$20,000 (seminars, workshops, training for an individual) – includes exhibition booth space if in conjunction with the conference		Unchanged	
-	Contract for Services Under \$10,000 Template (single-payment requests only) and Other Unit-Specific Contract Templates under \$10,000 where comptroller signature authority delegation has been approved by the OBFS Chief Business Officer or the AVP for Procurement – Section 1.3.2: Initiation, Review, and Approval of University Contracts and Leases	-	-
Contracts for Artistic & Professional Services < \$5,000		Unchanged	
Donor Organs (human) and/or Transportation of Donor Organs*		Removed	
Employee reimbursement-travel expenses		Unchanged	
Employee reimbursement-educational materials purchased at a conference < \$2,500		Clarified – New Thresholds	Employee reimbursements for educational materials; proposed increase to \$10,000
-	Employee Reimbursements – Miscellaneous Reimbursements up to \$500	-	-
Employee reimbursement-moving expense		Unchanged	
-	Financial support and sponsorship payments	-	-
Honorariums < \$5,000		Unchanged	
Hotels, meals, and transportation expense for non-employee		Unchanged	
Payment to University Related Organizations (URO)		Unchanged	

Petty Cash (< \$100 limit per purchase – See Business and Financial Policies & Procedures 10.6.3)		Unchanged	
Postage Meter Refills (must be in compliance with the small purchases level of the Illinois Procurement Code)		Clarified – New Thresholds	Postage meter refills new limit of \$50,000
Prizes and Awards		Clarified – New Thresholds	Prizes and Awards; new limit of \$50,000
Professional & Artistic Service < \$5,000 (with executed contract) (Should be limited to one payment)		Removed	
Professional Memberships < \$25,000		Removed	
Program/Travel Advances			
Publication Charges/Subvention Payments		Removed	
Refunds (patients, staff, students)			
Reprints of articles/ Page charges		Removed	
Royalties		Unchanged	
Subscriptions		Removed	
Utility Payments		Unchanged	

* Yes, if approved by UIC Purchasing