

## **Payments Not Requiring a Purchase Order**

**Summary/Purpose:** The following types of payments are payable without the issuance of a purchase order. For additional information, refer to the specific guidelines for each category. Verification should be made with the Office of Procurement Services if there are any questions regarding an acquisition.

Entertainment expenses  
Recruitment expenses  
Relocation expenses  
Employee reimbursement for university expenses  
Professional services  
Awards, fellowships, and scholarships  
Conference or meeting expenses  
Medical expenses http  
Registrations, memberships, and subscriptions  
Petty cash reimbursements  
Travel advances for student groups  
Travel expenses  
Procurement card purchases