

User's Guide for Procure to Payables Options

Activity Type	PO	P-Card	Check/Wire Request	Interface/ EDI/ Web	i-Expense	JV	Payroll
Communication Expenses							
Local		1	2				
Long Distance	1	2 ^a					
Wireless-County	2	1 ^a					
Wireless-Employee					2 ^b		1
Court Expenses							
Attorney Fees				1			
Jury Duty Fees				1			
Witness Fees			1				
Postage							
Mailing Service	1	2					
Postage Meter	1	2					
Postage Stamps (book/roll stamps)		1					
Recurring							
Subscriptions		1	2				
Housing (HUD)			2	1			
Client Rents	1		2				
County Bldg Rents	1		2				
Equipment Rents/Leases	1	2 ^a					
Utilities							
Electric			2	1			
Gas			2	1			
Water			1				
Trash Hauling			1				
Client Utility Assistance		1	2				
General							
Goods & Services < \$10,000	2	1	3 ^c				
Goods & Services > \$10,000	1		2 ^c				
Background Checks	2		1				
Client Assistance	1		2				
Customer Refunds			2	1			
Debt Payments	1		2 ^d				
Dues		1	2				
Employee Travel		1	3 ^e		2		
Fuel (vehicle gas)	2	1					
Inter-Departmental Expenses						1	
Memberships		1	2				
Motor Vehicles Refunds (DMV)			2	1			
Petty Cash Replenish			1				
Registrations (conferences, etc)		1	2				
OFM Internal Payables							
Payroll Withholdings			1				
Tax Disbursements				1			
DepCare			2	1			
Medbank			2	1			

Legend

- 1 Preferred method, majority of transactions should be processed by this method.
- 2 When preferred method is not an option with supplier/vendor
- 3 Exception or rare occurrence. Requires OFM approval.
- ^a Enter contract number
- ^b Must justify as an extraordinary expense
- ^c Requires OFM Purchasing Mgr approval
- ^d Requires OFM Director approval
- ^e When access to iExpense is not available