When is a PO required?

- For goods and services costing in excess of $5,000 from a vendor
  - Excludes, services from an individual. This is an Independent Contractor.
- For services where there is a legal contract (with terms and conditions).
  - Excludes agreements over what types of food will be served at an event or where the event will be due to inclement weather.

Types of Payments That Do Not Require a PO

- Goods and services costing less than $5,000 from a vendor – Note: ePro should be used if item is available from a vendor on the ePro platform. State term-contracts should always be checked prior to purchasing any goods or services costing less than $5,000.
  - Exceptions:
    - Software Licenses
    - Vehicle Tags and Title Fee
    - Radioisotopes (if ordered from a non-ePro vendor)
- Advance payments
  - Deposits
- For goods and services costing less than $5,000 from a vendor
  - Software Licenses
  - Vehicle Tags and Title Fee
  - Radioisotopes (if ordered from a non-ePro vendor)
- Accreditation Fees
- Advertising
- Awards/Fellowships to Students or Employees
- Bank Fees
- Cash Advances
- Cable Fees
- Court Judgements
- Employee Education
- Governmental Agency Payments, including the UNC Health Care System Honorariums
- Independent Contractor Payments
- Insurance
- Legal Settlements
- License Fees (other than software)
- Membership Dues
- Payments to units within UNC at Chapel Hill
  - Rizzo Center, Carolina Inn, Friday Center, Carolina Club
- Petty Cash
- Postage and Postage Meter replenishment
- Refunds
  - Examples: Dental patients, Athletic tickets, etc.
- Reimbursements
- Rent Payments
- Royalties
- Stipends
- Study Subjects
- Subscription Renewals
- Taxes
- Tuition to another University
- Utilities