

INVOICE VOUCHER EXCEPTION LIST

- A Miscellaneous Invoice Voucher is the appropriate payment request method for the following types of transactions, if a P-Card cannot be used.
- The payment request may be for any dollar amount, unless noted otherwise.
- Payments for items **not on this list** may be submitted on an invoice voucher if the amount is less than or equal to \$250.
- **Purchases greater than \$250 for items not on this list must be processed using an iBuy or Banner requisition or the P-Card, when appropriate.**

Description	Invoice Voucher	P-Card
Agency account transactions (Fund 9)	Yes	No
Books (< \$5,000) if bookplate applied by the department	Yes	Yes
Business Meals (employees) – See Business and Financial Policies & Procedures 15.4	No (use Travel/Employee Reimbursement Voucher)	Yes
Conference registrations < \$20,000 (seminars, workshops, training for an individual) – includes exhibition booth space if in conjunction with the conference.	Yes	Yes, if no contract
Contracts for Artistic & Professional Services < \$5,000	Yes	No
Donor Organs (human) and/or Transportation of Donor Organs	Yes, if approved by UIC Purchasing	No
Honorariums < \$5,000	Yes	No
Hotels, meals, and transportation expense for non-employee (Direct Pay to Vendor)	Yes	Yes
Moving expense reimbursement to employees	Yes	No
Payment to University Related Organizations (URO)	Yes	Yes
Petty Cash (< \$100 limit per purchase – See Business and Financial Policies & Procedures 10.6.3)	Yes	No
Postage Meter Refills (must be in compliance with the small purchases level of the Illinois Procurement Code)	Yes	Yes
Prizes and Awards	Yes	No
Professional Memberships	Yes	Yes
Program Advances (including Gift Cards)	Yes	No
Publication Charges	Yes	Yes
Real Estate Rental with contract on file	Yes	No
Refunds (patients, staff, students)	Yes	No
Reprints of articles/ Page charges	Yes	Yes
Royalties	Yes	No
Subscriptions	Yes	Yes
Utility Payments	Yes	No