

## **Allowable Unencumbered Payment List**

- 1. Service/Entertainment /Performance\*:** If a single payment is over \$5,000 or if either parties require a signed agreement, then a [Service/Entertainment /Performance Agreement](#) must be properly executed and included as back up documentation.
  - a. Academic Program Reviews, including accreditation fees
  - b. Artistic Services– Entertainers, performers, music, dance, drama, folk art, creative writing, painting, sculpture, photography, craft arts, industrial design, costume design, fashion design
  - c. Lectures/Guest Speakers/Training – Please see [Guidelines for Lectures/Guest Speaker/Training](#)
  
- 2. Competitive Solicitation Exceptions\*:** Allowable when a single payment is needed. If more than a single payment is needed, then a purchase order (PO) is required. If a contract is required by either party, you should use the [Independent Contractor Agreement](#). If using a supplier’s contract, please follow the [Contract Review Process](#).
  - a. Auditing Services
  - b. Legal Services, including attorney, paralegal, expert witness, appraisal, arbitrator or mediator services with the General Counsel’s approval (No Pcard Payment)
  - c. Testing services for students
  - d. Advertising, except for media placement services
  - e. Services or commodities provided by governmental agencies, another University in the State University System, direct support organizations of the university, political subdivisions or other independent colleges and universities.
  - f. Regulated utilities and government franchised services, except for privately owned companies
  - g. Regulated public communications, except long distance telecommunication services or facilities (No Pcard payments)
  - h. Accounting Services
  - i. Services provided by not-for-profit support and affiliate organizations of the University, direct support organizations, health support organizations and faculty practice plans
  - j. Insurance\*\*(No Pcard payments)
  - k. Sponsorships – Only allowed if FIU is receiving value such as advertising and/or marketing
  
- 3. Athletics:**
  - a. Athletic Service Providers for Sporting Events – Stat Crew, Official Book, Scoreboard Operator, Clock Operator, Referees
  - b. Doctors Bills \*
  - c. Hospital bills \*

- d. Medical Co-payments \*
- e. Other emergency expenses for student athletes

**3. Other:**

- a. Financial Aid (Third Party)
- b. Fire Marshall Fee
- c. FIU One Card Merchants (Deposit Payable) (No Pcard payments)
- d. Licenses, except software license
- e. Memberships and Dues
- f. Non-Employee Travel Reimbursements (No Pcard payments)
- g. Notary charges
- h. Petty cash reimbursements (No Pcard payments)
- i. Postage (U.S. Postmaster\*, University Mail vendors, FEDEX, UPS)
- j. Registration Fees (must include approved TA number)
- k. Revenue Refunds (No Pcard payments)
- l. Stipends., except for FIU students (No Pcard payments)
- m. Taxes (No Pcard payments)
- n. Honorariums (No Pcard payments)
- o. Royalties (No Pcard payments)
- p. Foreign Suppliers – Only if services are performed outside of the US and if the services are under \$5,000. Detailed scope of work and invoice must be included as back-up documentation.

Note: Payments can be made via a PCard or Allowable Unencumber for services, unless otherwise noted. If an agreement is required it has to be entered into TCM, signed by an authorized signatory and attached as supporting documentation. Please follow the instructions on the [Allowable Unencumbered Payment for Services, Card Holder Manual](#) and [Contract Templates – Procedures](#). Any suppliers coming on campus to perform services must provide a Certificate of Liability Insurance. It is the requesters' responsibility to obtain the appropriate certificate. Please see the [minimum insurance requirements](#).

**FIU entities are not authorized to place orders directly with suppliers for goods or services for which a purchase order (PO) is required.** When an invoice has been received for goods and/or services and a PO has not been issued and payment cannot be made with a Pcard or is not an allowable unencumbered payment purchase, then a [Non-Conforming Purchase Justification Form](#) must be completed.

\*These items are Not Subject to Competitive Solicitation pursuant to the Purchasing Regulation BOG 18.001, section (6)(d) and \*\* section (4).

## **Allowable Unencumbered Payment for Services Listed Under Item 1**

The following process will be followed for Services/Entertainment /Performance Agreements requiring a Single Payment:

1. If the value of the services being provided is under \$5,000 and an agreement is not needed by either party then:
  - a. Obtain a quote with a scope of service, location and time of service, compensation, name of payee, equipment and personnel that will need to be provided by FIU.
  - b. Ensure vendor is registered with FIU and has a Vendor ID.
  - c. After services are rendered obtain an invoice with an invoice date and number.
  - d. Make sure the invoice accurately reflects the services provided. If the invoice says consultant, it cannot be paid using the Unencumbered Payment Form and an Independent Contract Agreement must be executed.
  - e. Make payment via the unencumbered payment form:  
<https://imagenow.ad.fiu.edu/imagenowforms/fs?form=UnencumberedVoucherForm>
  - f. Upload the invoice as an attachment to the form.
2. If the value of services being provided is over \$5,000 and/or an agreement is needed then:
  - a. Obtain a quote with a scope of service, location and time of service, compensation, name of payee, equipment and personnel that will need to be provided by FIU.
  - b. Complete the Service/Entertainment/Performance Agreement prior to services being rendered with all the necessary signatures other than that of the Executive Director of Procurement.
  - c. Submit the completed agreement to [Contracts@fiu.edu](mailto:Contracts@fiu.edu).
  - d. [Contracts@fiu.edu](mailto:Contracts@fiu.edu) will review and entire the contract into TCM to obtain the Executive Director of Procurement's electronic signature.
  - e. [Contracts@fiu.edu](mailto:Contracts@fiu.edu) will email the signed agreement to the contact person.
  - f. After services are rendered obtain an invoice with an invoice date and number.
  - g. Make sure the invoice accurately reflects the services provided. If the invoice says consultant, it cannot be paid using the Unencumbered Payment Form and an Independent Contract Agreement must be executed.
  - h. Make payment via the unencumbered payment form:  
<https://imagenow.ad.fiu.edu/imagenowforms/fs?form=UnencumberedVoucherForm>
  - i. Upload the signed Services/Entertainment /Performance Agreement as a supporting documentation to the form, along with the invoice.