**Examples of Expenditures**

|  |  |  |
| --- | --- | --- |
| **Types of Expense** | **Payee/**  **Recipient** | **BYU Guideline** |
| Products or services | BYU Departments | Check out Campus Card. If not accepted, use account code. Ask dept. secretary for help if journal entry is necessary. |
| Products for $2500 or less | Non-BYU Vendors (individual or company) | Check out a Department Credit Card. Special rules apply to non-US vendors. Ask department secretary for help. |
| Food/hosting | Grocery stores, Costco, and other off-campus sources | The dining and catering policy is complicated but must be followed.  Please see this link: <http://dining.byu.edu/catering/off-campus-approved-caterers/>  for details. Costco is not an approved prepared food vendor. Commercially prepackaged food is okay from Costco. |
| Food/hosting | BYU Source | Check out Campus Card from department office |
| Services | Individuals or off-campus companies | Payments for services must be approved before work begins and must be processed through a department secretary using the correct university instrument. A contract is necessary |
|  |  |  |
| Donations | Non-profit organizations | See “**Fund Raising”** paragraph and read policy at clubs.byu.edu |
| Reimbursement to department | BYU Sponsoring Department | Journal entry – ask dept. secretary for assistance |
| Reimbursements (Travel, etc.) | Student | Y-Expense report – dept. secretary can train you |
| Awards, or Prizes | Individual | See “**Gifts,** **Prizes, and Awards”** paragraph |
| Gift Cards | Any source | See “**Gift Card”** paragraph |