

## Emory Commodity Matrix

The Emory Commodity Matrix provides guidance to University Faculty and Staff in determining how to acquire and/or pay for the most commonly ordered goods and services. This commodity matrix is not meant to be an exhaustive list of all possible commodities. For any commodities not listed below, use the most comparable commodity for guidance.

Preferred Method: Every effort should be used to obtain goods and services with this process first Secondary Method: If indicated, use when the Preferred method is not available  Commodity Index	<u>Emory Express</u>	<u>Purchasing Card</u>	<u>Corporate Card</u>	<u>Compass Payment Request</u>
	This tool is for issuing purchase orders and paying for goods and services fulfilled by a domestic or foreign company that is paid in U.S Dollars.	This card should be used for group business-related travel expenses as well as business-related department expenses not possible through Emory Express.	This card should be used for all your individual business-related travel expenses.	This tool is for issuing payments to domestic or foreign individuals in any currency. This tool is also used to issue payments to foreign companies not paid in US. Dollars.
Advertising and Marketing	Preferred	Secondary		
Art & Antiquities	Preferred	Secondary		
Athletic Products	Preferred	Secondary		
Books & Periodicals	Preferred	Secondary		
Catering Services	Preferred	Secondary		
Charities/Donations	Preferred	Secondary		
Drugs & Pharmaceuticals	Preferred			
Gift Cards	Preferred	Secondary		
Government Agency (Fees/Tax)	Preferred	Secondary		
IT & Telecommunication Products and Services	Preferred	Secondary		
Laboratory & Medical Supplies and Services	Preferred	Secondary		
Maintenance and Repair Operation Supplies (MRO)	Preferred	Secondary		
Office Furniture and Supplies	Preferred	Secondary		
Promotional Items (Emory Branded)	Preferred	Secondary		
Printing/Publication Services & Postage	Preferred	Secondary		
Records/Documents Storage	Preferred	Secondary		
Utility Bills (Water, Electricity, Cable, etc.)	Preferred	Secondary		
Professional Services	Preferred For Companies	Secondary		Preferred For Individuals
Refunds	Preferred For Companies			Preferred For Individuals
Airfare, Parking & Transportation, and Lodging		Preferred For Groups	Preferred For Individuals	
Meals, Beverages, Entertainment, and Space Rentals		Preferred For Groups	Preferred For Individuals	
Registration Fees		Preferred For Groups	Preferred For Individuals	
Membership Dues and Subscriptions		Preferred		
Shipping and Courier Services (Not FedEx)**		Preferred		
Warehouse and Storage Rental		Preferred		
Awards/Scholarships/Stipends/Fellowships				Preferred or through Payroll
Guest Reimbursements (Non-Employees)				Preferred
Honorariums and Instructors (Non-Employees)				Preferred
Study Participants				Preferred

\*\*\*Emory has a national government account with FedEx for shipping where Emory is billed centrally so no additional invoice handling is required.

Additional Note: IT Supplies, office supplies, other similar supplies and services should only be obtained through the Preferred method listed above. However, when traveling or a similar situation precludes that option, the supplies and services may be obtained with personal funds or on the Emory Corporate Card, and included in the reimbursement process.

This commodity matrix was last updated on March 24, 2021.