

**Metropolitan State University of Denver**  
**Allowable Services on the**  
**Corporate Card and related**  
**encumbrances**

Types of Services	Encumbrance Type When <\$5K	Encumbrance when >\$5K <\$100K
Catering	ICPS / No SPO^	PO
Food Delivery	ICPS / No SPO^	PO
Shred-It services	#	Contract
Speakers	ICPS / SPO+	PO
Space / Equipment Rental	ICPS / No SPO^	PO
Storage Rental	ICPS / No SPO^	PO
Freight/shipping	ICPS / No SPO^	PO@
Performers	ICPS / SPO+	PO
Moving	ICPS / No SPO^	PO
Consulting	ICPS / SPO+	PO
Repair	ICPS / No SPO^	PO
Transportation	ICPS / No SPO^	PO
PayPal	N/A	call 6-5021 **
Appraisal	ICPS / No SPO^	PO
Advertising with no creative development	ICPS / No SPO^	PO
Advertisements created by vendor	ICPS / SPO+	PO
Custom Made Attire	ICPS / No SPO^	PO
MSU Denver Logo items (excluding clothing)	ICPS / No SPO^	Man-No~
MSU Denver Logo clothing	ICPS / No SPO^	PO
Printing- with no creative development	ICPS / No SPO^	PO
Printing- with creative development	ICPS / No SPO^	PO
Legal	call 6-5021 **	call 6-5021 **
Royalties	N/A	N/A
Periodical Subscriptions	N/A	N/A
Membership dues	N/A	N/A
Software support	ICPS / SPO+	PO
Medical services	ICPS / SPO+	PO
Software, Web, Product etc Development	ICPS / SPO+	PO

**Important notes:**

\* The Corporate Card is a method of payment, not a method of procurement, which means you can and are encouraged to use your Corporate Card whenever a vendor will accept it but please be aware of when an encumbrance document is required BEFORE working with a vendor. Corporate Card limits are still in place so you will need to work with your Approving Official and the Corporate Card administrator to raise your limits as appropriate.

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^ If you are working with an individual, as opposed to a company, you MUST fill out an ICPS and a CPS, but when working with a company **no** SPO is required **IF** you are using a Corporate Card.

# Any work done with Shred-It must be an amendment to the existing contract. No individual SPO or PO's are permitted.

+ If you are working with an individual, as opposed to a company, you MUST fill out an ICPS and a CPS. If you are working with an agency or company, you MUST have an SPO. SPO's are required here because the risk is considered significant enough to warrant issuing the University's own terms and conditions.

~ This is a mandatory awarded vendor so no PO needed. If you get a waiver from using a mandatory award vendor, then you must get a PO even if you are using a Corporate Card.

@ Freight and Shipping in this case refers to hiring a company specifically to transport items. It does not mean charges for shipping that are included with the purchase of an item

\*\* contact the Accounting office for assistance with this purchase.

N/A Not Applicable, these are specifically exempted from getting the stated encumbrance