Subject: Paying for Goods and Services that Do Not Require a PO

Title: Introduction to Non-PO Payment Methods

Number: 200

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Paying for Goods and Services that Do Not Require a Purchase Order

Introduction to Non-PO Payment Methods

The University has authorized specific procurement applications or tools that do not require a purchase order, these include FTC/BSC procurement card (pcard), regular pcard, disbursement voucher, and department charge (see sections 202 and 203).

A purchase order is not required when:

- Payment is allowed on a pcard (see section 302)
- Payment is allowed on a Disbursement Voucher (see section 203)
- Procurement Services has delegated the authority for review to a specific unit; for
 example, the acquisition of library books has been delegated to the University Libraries.
 In these instances, Procurement Services has a Memorandum of Understanding (MOU)
 in place with these units. See Appendix B of <u>University Policy 3.25</u>, <u>Procurement of Goods and Services</u>, for a complete list of those units with delegated authority for specific goods or services.
- A unit offers a "department charge" for internal sales, whereby the selling unit processes an electronic journal voucher.
- The Board of Trustees has delegated the authority for review and approval of specialized transactions to another central unit. That unit will determine the most appropriate method of procurement. See <u>Section 201</u> of this manual for details on these specialized transactions.
- Personal payment by an employee, with request for reimbursement, is made for travel expenses or a hosted business meal.

NOTE: There is a flowchart available to assist you in determining which payment method to utilize, see next page.

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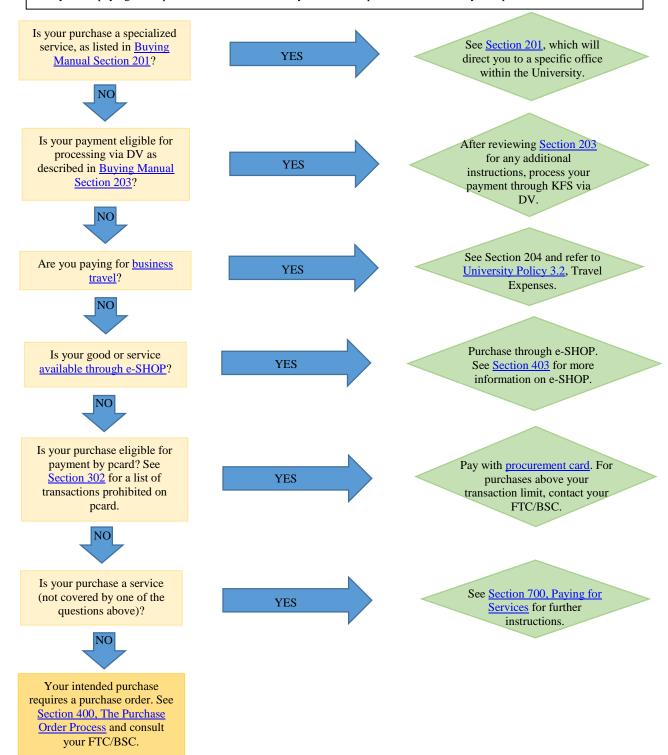
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PROCUREMENT DECISION FLOWCHART

Prior to reviewing this flowchart, you must:

- 1. Consult University Policy 3.14, Business Expenses to ensure that your intended purchase is Cornell allowable
- 2. If you are paying with sponsored funds, ensure that your intended purchase is allowed by the sponsor.



Section 200