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 University Policy 3.25, Procurement of Goods and Services, 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 Section 201 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.
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.

Is your purchase a specialized service, as listed in *Buying Manual Section 201*?

- **YES**: See Section 201, which will direct you to a specific office within the University.

- **NO**

  Is your payment eligible for processing via DV as described in *Buying Manual Section 203*?

- **YES**: After reviewing Section 203 for any additional instructions, process your payment through KFS via DV.

- **NO**

  Are you paying for business travel?

- **YES**: See Section 204 and refer to University Policy 3.2, University Travel.

- **NO**

  Is your good or service available through e-SHOP?

- **YES**: Purchase through e-SHOP. See Section 403 for more information on e-SHOP.

- **NO**

  Is your purchase eligible for payment by pcard? See Section 302 for a list of transactions prohibited on pcard.

- **YES**: Pay with procurement card. For purchases above your transaction limit, contact your FTC/BSC.

- **NO**

  Is your purchase a service (not covered by one of the questions above)?

- **YES**: See Section 700, Paying for Services for further instructions.

- **NO**: Your intended purchase requires a purchase order. See Section 400, The Purchase Order Process and consult your FTC/BSC.