# Table of Contents

## Introduction and Getting Started

### General Information
- 100 Authorized Business Expenses
- 101 Legal and Ethical Conduct and Purchases for Employees
- 102 Requirements for Vendor Selection and Order Creation

## Paying for Goods and Services that Do Not Require a Purchase Order
- 200 Introduction to Non-PO Payment Methods
- 201 Eligible for Direct Payment, with Approval of Authorized Unit
- 202 Procurement Card
- 203 Payment by Disbursement Voucher
- 204 Payment Options for Business Travel
- 205 Vendor Setup

## Credit Card Programs
- 300 PCard Introduction
- 301 PCard Eligibility and Dollar Thresholds
- 302 PCard Prohibited Transactions
- 303 PCard Documentation Requirements
- 304 PCard Special Topics
- 305 PCard Procedures (application, dispute/fraud, lost/stolen, rejected, account changes)
- 306 PCard Policy Violations
- 307 PCard Special Considerations for FTC/BSC Cardholders
- 308 PCard Responsibilities
- 350 Corporate Travel Cards Introduction
- 351 Corporate Travel Cards Responsibilities
- 352 University Paid Travel and Meal Card (Interim)
- 353 Responsibilities for Travel and Meal Card (Interim)

## The Purchase Order Process
- 400 Introduction to Purchase Orders
- 401 Creating a Purchase Order
- 402 Bid Solicitation and Exemptions (sole source)
- 403 e-SHOP
- 404 Cornell Terms and Conditions
- 405 Insurance Requirements
- 407 End Users/Units/FTC/BSC Relations
- 408 Sustainable Purchasing
- 409 Contracts

## Purchases with Special Procedures
- 601 Ethyl Alcohol
- 602 Entry Permits USDA
- 603 Isotopes and Radioactive Materials
Purchases with Special Procedures: Paying for Services

700 Paying for Services – Getting Started
701 Performing the Service Provider Evaluation
702 Responsibilities Related to the Payment of Services

Shipping and Receiving Procedures

802 U.S. Customs Clearance / Duty Free Entry
803 Receiving & Inspecting Shipments/Freight Claims
803A FOB Terms and Responsibilities

Invoice Processing Procedures

804 Invoice Payment
805 Freight Bills
806 Capital Equipment

Quick Reference and Forms

900 Forms and Contracts for Services
901 Acronyms
902 Definitions
903 Contacts
904 Index