# 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 BSC Cardholders
- 308 PCard 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/BSC Relations
- 408 Sustainable Purchasing
- 409 Contracts

## Purchases with Special Procedures
- 601 Ethyl Alcohol
- 602 Entry Permits USDA
- 603 Isotopes and Radioactive Materials
- 604 Laminar Flow and Fume Hoods
- 605 Narcotics
606     Orders for Lab Animals and Custom Antibodies
607     Respiratory and Hearing Protection
608     Poison Inhalation Hazards
609     Energy Procurement
610     Requisitioning of Signs
611     Recycling and Disposal of Equipment
612     Use of Cornell Name, Logo & Insignia by Units
613     NY State Appropriated Orders
614     Orders Using Sponsored Funds
615     Artwork Loans and Purchases for the Herbert F. Johnson Museum of Art
616     Editors, Indexers, and Designers for Cornell University Press
617     Export Controls
618     Technology Risk Assessment
619     Graphics Procurement
620     Arts and Sciences’ Concert Series and Performances
621     Student and Campus Life’s Entertainment Contracts
622     External Leases
623     Internal Borrowing Guidelines
624     Small and Diverse Business
625     Cornell Sustainable Campus
626     Surplus Program
627     Chartered Buses and Limousines
628     Controlled Substances

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