# 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
- 353 Responsibilities for Travel and Meal Card

## 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
Orders for Lab Animals and Custom Antibodies
Respiratory and Hearing Protection
Poison Inhalation Hazards
Energy Procurement
Requisitioning of Signs
Recycling and Disposal of Equipment
Use of Cornell Name, Logo & Insignia by Units
NY State Appropriated Orders
Orders Using Sponsored Funds
Artwork Loans and Purchases for the Herbert F. Johnson Museum of Art
Editors, Indexers, and Designers for Cornell University Press
Export Controls
Technology Risk Assessment
Graphics Procurement
Arts and Sciences’ Concert Series and Performances
Student and Campus Life’s Entertainment Contracts
External Leases
Internal Borrowing Guidelines
Small and Diverse Business
Cornell Sustainable Campus
Surplus Program
Chartered Buses and Limousines
Controlled Substances
Needles and Syringes

Purchases with Special Procedures: Paying for Services
Paying for Services – Getting Started
Performing the Service Provider Evaluation
Responsibilities Related to the Payment of Services

Shipping and Receiving Procedures
U.S. Customs Clearance / Duty Free Entry
Receiving & Inspecting Shipments/Freight Claims
FOB Terms and Responsibilities

Invoice Processing Procedures
Invoice Payment
Freight Bills
Capital Equipment

Quick Reference and Forms
Forms and Contracts for Services
Acronyms
Definitions
Contacts
Index