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 section 201 of the Buying Manual?  

YES:  See Section 201, which will direct you to a specific office within the university

NO:  Is your payment eligible for processing through the DV system, as described in Section 203 of the Buying Manual?

YES:  Process your payment through the DV system after reviewing Section 203 for any additional instructions

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:  Procure through e-SHOP

NO:  Is your purchase a service (not covered by one of the questions above)?

YES:  Consult section 700, "Paying for Services", for further instructions

NO:  Is your purchase eligible for payment by card? (See Section 302 for a list of transactions prohibited on card)

YES:  Pay with procurement card. For purchases above your card's transaction limit, see your BSC

NO:  Your intended purchase requires a purchase order, see Section 400, "The Purchase Order Process", and consult your BSC