

## **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.

### PROCUREMENT DECISION FLOWCHART

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.

