



## Payment Methods for Goods/Services

Please use the proper process below to request a payment be made on your team's behalf. For hotels or flights, please consult the specific link in the "Travel" menu of our website.

### **\*Tax Statement\***

BU is a tax-exempt organization and is therefore exempt from paying taxes on most purchases (except for certain travel related things such as flights, out-of-state hotels, etc.). Please be aware that any purchase type or category below must NOT include tax on the invoice or final web payment. If shopping online, you MUST know the company's tax exemption process before submitting your order request with us. Some sites we must file ahead of time to be exempt, some we submit after the order is placed.

### **Credit Card Purchase**

Credit card is the preferred method of payment whenever possible. Processing time for a purchase from a vendor who accepts credit cards will typically not exceed 1-week unless issues with the order arise (back ordered items, incomplete information submitted to vendor, etc.)

If a business/company/vendor accepts credit card, please follow the steps below:

#### FOR SIMPLE PAYMENT LINKS

1. If you possess a simple payment link (usually for things such as a league or tournament registration fee), simply email this link to your advisor with a description of what we're paying for and any deadline by which we have to pay
  - a. In your email include any invoice or documentation you have
2. If this payment link is connected to your or someone on your team, be sure to forward via email any receipt generated from this payment to your advisor ASAP

#### FOR ONLINE/WEB STORE ORDERS

1. Build your shopping cart showing the exact order you would like replicated
2. Complete the Purchase Request Form
3. Submit screen shot(s) of cart and completed Purchase Request form to your advisor via email

- a. If cart can be saved on the website via an account, communicated login and password to your advisor along with the above information

#### FOR INVOICES PAYABLE BY PHONE

1. Secure an invoice from the entity showing the company name, date, and itemized list of items and amounts
  - a. Ensure the invoice does not include tax (BU is a tax-exempt entity). If requested, your advisor can provide you/the company with an ST-9 form
2. Complete the Purchase Request Form
3. Submit invoice and Purchase Request form to your advisor via email

#### **Check Request**

Checks are most often used to pay a league or individual (such as a referee) who does not accept credit cards. Please only request a check if you know for sure we cannot pay with a credit card. Please be aware that check processing is not done within our office and can take up to six weeks. Please submit your check requests as soon as you have them complete.

If we must pay with a check, please follow the steps below:

1. Collect the following items from the league/individual
  - a. Completed W9 Form
  - b. Invoice stating amount owed, name of individual/entity, and mailing address
2. Complete the Check Request Form
3. Submit W9, Invoice, and Check Request Form to your advisor via email
  - a. If you have requested the check be mailed, your advisor will mail it and add the check number to your ledger
  - b. If you have requested your team to be able to pick up the check, your advisor will contact you when the check is ready for pick-up