Effective Date: **May 26, 2015** Revised: **February 4, 2021**

POLICY

EMPLOYMENT, FINANCE AND ADMINISTRATION

Ordering and Contracting (6.2.1)

RESPONSIBLE OFFICE

Procure-to-Pay

Purchase Order and Direct Pay (Disbursement)

Ordering Method Matrix

In general, the preferred method of ordering goods and services from registered suppliers at Boston University is via a Purchase Requisition (PR) using **Guided BUying**. This allows the University to aggregate purchasing power and negotiate discounted pricing and other favorable terms and conditions from suppliers using executed Purchase Orders (POs).

However, there are certain circumstances where alternate methods of ordering and payment are acceptable to allow efficiency and greater convenience. These methods include low-dollar Purchasing Card (PCard) transactions (<$1,000), Travel Card for travel and entertainment expenses, or Disbursement (Direct Pay) transactions. Disbursements are described as the direct payment of allowable goods through Accounts Payable. The Boston University PCard, Travel Card, and Disbursements are defined as alternate methods of payment at Boston University.

Inappropriate use of alternative payment methods in place of properly executed contracts or POs can result in significant costs to Boston University. **Purchases of products not listed below with alternate payment methods must be purchased via a Boston University PR/PO. Expenses incurred using the incorrect payment method are not reimbursable.**

Ordering Method Matrix

Please refer to the Ordering Method Matrix for a list of commonly used commodities and the preferred and alternative payment methods.

END OF POLICY TEXT

Categories: Employment, Expenses, Finance and Administration, Travel, Workplace
Keywords: direct pay commodities, disbursement, goods and services, Guided BUying, Order, ordering, Ordering Method Matrix, Purchase, purchase order, Purchase Requisition, purchasing