

Student Activities Business Office
Purchase Types with Payment Requirements

08.25.25 - Last Updated

Type of Service or Goods	Examples	How It's Paid/Required for Payment
Gift Cards		Purchase Request (PR)submitted in Terrier Central *PR must note gift card vendor, number of cards and as well as the associated value & event this is associated with. **Post event - update the discussion field with the reciepts name, email & BUD number and a W-9 for them.
Guest Speaker - contract		Purchase Request (PR)submitted in Terrier Central Guest Speaker Contract – signed by both parties before the engagement, this is part of the event request form. W9 form for the speaker. Address much match payment address. *** if the speaker is a foreign national, please refer to the foreign nation payment section of this chart for more requirments.***
Honoraria		Purchase Request (PR)submitted in Terrier Central Honoraria Form W9 form for the speaker. Address much match payment address. Flier/Invitation of the event (must mention the recipient's name)

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Honoraria (con't)		*** if the speaker is a foreign national, please refer to the foreign nation payment section of this chart for more requirements.***
Independent Contractors (i.e. Photographers, Music Arrangers, Choreographers, etc.)		Purchase Request Submitted in Terrier Central Completed ESP form that is signed by the contractor W9 form for the independent contractor, Address must match payment address. Invoice detailing cost of transaction. *** if the independent contractor is a foreign national, please refer to the foreign nation payment section of this chart for more requirements.***
Off-Campus Venue Rental	Boat/Cruise Ship, Bar, Hotel, Conference Center, Retreat Site	Purchase Request Submitted in Terrier Central Rental Contract - Signed by both parties (This is part of the event request) Invoice detailing cost of transaction *** if the venue would like to be paid via check, then we would require an additional W9 form to be filled out.
Performers	Comedian, DJ, Speaker, or Musician/Band	Purchase Request Submitted in Terrier Central

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Performers (con't)		Guest Performer Contract – signed by both parties before the engagement (this is part of the event request form) W9 Form for the performer *** if the performer is a foreign national, please refer to the foreign nation payment section of this chart for more requirments.***
Photographers/Videogrpaher		Purchase Request Submitted in Terrier Central Completed ESP form that is signed by the contractor W9 form for the independent contractor, Address much match payment address. Invoice detailing cost of transaction. *** if the independent contractor is a foreign national, please refer to the foreign nation payment section of this chart for more requirments.***
Subscriptions and Dues		Purchase Request Submitted in Terrier Central Login Credentials (Username and Password) and subscription package you want us to pay for

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		***If the subscription is for a relatively small amount, please fill out a reimbursement form to pay for it instead of submitting a purchase request
Restaurants (not affiliated with BU)		Purchase Request Submitted in Terrier Central Itemized tax-exempt invoice from restaurant or a payment link (Our Tax-Exempt Id is 04-2103547) Provide additional contact information and delivery instructions (Time and Location of delivery) ***If the restaurant would like to be paid via check, they would need to provide an additional W9 form and ESP form
Current Boston University Employees who are providing a service within their field of work		Purchase Request Submitted in Terrier Central Their Supervisor's Name and Email Their BU ID number Please state if the payee is an exempt or a non-exempt employee
Current Boston University Employees who are providing a service outside of their field of work		Purchase Request Submitted in Terrier Central

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BU staff (con't)		Completed ESP form signed by the Employee Boston University Employee's W9 Invoice detailing cost of transaction
Purchase of Goods (i.e. Amazon, T-shirts, office supplies, decorations)		Purchase Request Submitted in Terrier Central Link to Amazon wish list or Shopping cart (Please make sure the wishlist is set to public)
Foreign National Payment		Invoice needs to be converted in U.S dollars W8 Ben form fileld out by the foreign national ESP form filled out by foreign national