Purchase and Payment Directory

To provide information about the purchase and payment methods available for business services, products and travel.

To provide links to software and forms necessary to facilitate the processes.

To identify the responsible departments for assistance.

ACTIVITIES/PRODUCTS	PROCESS USED	RESPONSIBLE DEPARTMENT	HELP/INFORMATION
Chartered Bus	BuyUSI	Procurement	Email Procurement
Check Needed for a:			
- Procurement Vendor	BuyUSI	Procurement	Email Procurement
- Travel Vendor	Chrome River	Accounts Payable	Email Accounts Payable
Contracts/Agreements	Email	Procurement	Email Procurement -- Director
Food:			
- Catering: Sodexo	BuyUSI	Procurement	Email Procurement
- Retail: Sodexo (e.g., Chik-Fil-A, The Loft, etc.)	Purchasing Card	Procurement	Email Procurement -- Director
Memberships/Subscriptions	Purchasing Card	Procurement	Email Procurement -- Director
Office Supplies	BuyUSI	Procurement	Email Procurement
Personal Protective Equipment (PPE)	Email	Procurement	Email Procurement -- Director
Printer Paper:			
- Xerox	Xerox Copier Paper Request Form	Creative and Print Services	Email Creative and Print Services
- Non-Xerox/Other	BuyUSI	Procurement	Email Procurement
Purchasing Card (PCard)			
- Cardholder Agreement	Form	Procurement	Email Procurement
- Policy	Document	Procurement	Email Procurement
- Request a Purchasing Card	Form	Procurement	Email Procurement
- Reconciliation	ActivePay (PNC Bank)	Accounts Payable	Email Accounts Payable
Travel Card (TCard):			
- Cardholder Agreement	Form	Travel Procurement	Email Travel Procurement
- Policy	Document	Travel Procurement	Email Travel Procurement
- Request a Travel Card	Form	Travel Procurement	Email Travel Procurement
- Reconciliation (Expense Report)	Chrome River	Accounts Payable	Email Chrome River Helpdesk View Expense Report Guides FAQs
Travel:			
- Airfare	Egencia	Travel Procurement	Email Travel Procurement
- Business Trip	Chrome River	Travel Procurement	Email Travel Procurement
- Request an Egencia Account	Form	Travel Procurement	Email Travel Procurement
- Student Travel Awards	Direct Pay Form	Accounts Payable	Email Accounts Payable
- Pre-Approval	Chrome River	Travel Procurement	Email Chrome River Helpdesk
- Expense Report (Reimbursement)	Chrome River	Accounts Payable	Email Chrome River Helpdesk
Vendor Creation:			
- Procurement Vendor	Form	Procurement	Email Procurement
- Travel Vendor	Email	Accounts Payable	Email Accounts Payable
Virutal Conferences/Training	Purchasing Card	Procurement	Email Procurement -- Director