

Payment Tools for Goods and Services (July 2005)

<p>Over \$2,000</p>	<p>Do Not Negotiate with Vendor. Use other Payment Tools, or Purchase Requisition</p>	<p>Fast Track Services</p> <ul style="list-style-type: none"> • Within approved categories • Purchasing has already established vendor 	<p>Purchase Requisition</p> <ul style="list-style-type: none"> • No Fast Track category, or greater than \$2,000 • Help needed to locate the vendor, good or service • Restricted commodity <p><i>DO NOT negotiate with vendor in advance of submitting requisition</i></p>	<p>Extensy Travel Reimbrsmnt <small>(including Corp. Travel Card)</small></p> <ul style="list-style-type: none"> • Expenses while in travel status • Conference registration • Hosting 	<p>Rarely over \$500</p>
<p>Under \$2,000</p>	<p>Purchasing Card</p> <ul style="list-style-type: none"> • Goods and services 	<p>Goods and Services</p> <ul style="list-style-type: none"> • Within approved categories • Purchasing has already established vendor • Primarily for use where Purchasing Card cannot be used 	<p>C.O.D. Check <small>(Convenience Check)</small></p> <ul style="list-style-type: none"> • Corporate vendor (not individuals) who will not accept credit card & will not invoice BYU (e.g. Costco, Sam's Club) • Penalty for misuse 	<p>Extensy Business Reimbrsmnt</p> <ul style="list-style-type: none"> • Used only when other payment tools were not available at the time of a <u>True</u> Emergency <p><i>Misuse Penalty</i></p>	<p>Under \$500</p>

Payment Tools for

Research Subjects, Royalties, Refunds, Academic Reimbursements (July 2005)

Note: Refunds pay back to customers amounts they paid to BYU.
Reimbursements pay others for items paid by them on behalf of BYU.

Temporary Petty Cash Fund

Payments in cash to individuals for:

- Research subjects who must remain anonymous

College Controller Requests and Approves

Payments are expected to be small amounts (e.g. \$5, \$10)

AP Upload

Payments to individuals for:

- Royalties
- Refunds
- Research subjects

Payments expected to be smaller amounts (e.g. under \$1,000)

Campus should try to group uploads to 5 or more people

Extensy

Payments to individuals for:

- Refunds
- Reimburse students for their own academic program costs

No \$ limitation

Travel Dept will review all such transactions

Fast Track

Payments to corporations for:

- Royalties
- Refunds

No \$ limitation