



OPTION	PURPOSE	AFTER eREQUEST IS APPROVED	AFTER PURCHASE IS MADE AND PRODUCT IS RECEIVED	ESTIMATED TURN AROUND TIME FOR eRequest APPROVALS
<b>Standard Purchasing Request</b>	<ul style="list-style-type: none"> <li>Total invoice exceeds \$1,000</li> <li>Product through eStores; e.g. office supplies</li> <li>Guest Artist Honorarium, given vendor set-up and BSC and OSU Accounting processes, 2 days - 31 days</li> </ul>	The request is forwarded to the Business Services Center for the College of Arts & Sciences for entry into the purchasing system. You will receive a third email indicating the Requisition or Purchase Order number and the vendor will receive the Requisition or Purchase Order via fax.	Scan packing slip(s) if the item was shipped. Invoices should be forwarded by the vendor directly to Accounts Payable. If you receive a copy of the invoice scan it with the packing slip. After scanning everything, staple the originals to the eRequest form and put in Jane's mailbox.	2 to 5 business days
<b>Purchasing Card Preferred</b>	Purchase of small dollar goods and services, under \$1,000	See Jane for a Purchasing Card and make your purchase. Card must be returned within 48 hours with an itemized receipt. Make sure when purchasing the product that you are not charged tax and that tips do not exceed 20% of the bill.	Return Purchasing Card. After scanning everything, staple the originals to the eRequest form and put in Jane's mailbox.	1 business day
<b>Internal Order</b>	OSU Dept Vendor; e.g. The Blackwell Inn, UniPrint, University Catering, etc.	You will receive an email from the BSC indicating that payment information has been dispatched to the internal vendor. Take a copy of the email attachment with you if you are picking up a product or attending an event.	Scan packing slip(s) or any type of documentation you receive. After scanning everything, staple the originals to the eRequest form and put in Jane's mailbox.	1 business day
<b>Blanket Order Release</b>	For purchases made against an existing Blanket Purchase Order	Contact the vendor to place your order.	Scan packing slip(s). Staple the originals to the eRequest form and put it in Jane's mailbox.	1 business day
<b>Reimbursement to Employee</b>	Reimbursement to yourself for the purchase of goods that were preapproved by the Chair but you were unable to get a Purchasing Card.	You will receive an email when the payment request has been entered and another email when the reimbursement has been deposited into your account. No other action is needed.	Scan original itemized receipts. If being reimbursed for a meal, include the Business Meal Form. Tip cannot exceed 20% of the bill. Alcohol and spousal meals will not be reimbursed. Staple the originals to the eRequest form and put it in Jane's mailbox.	7 business days
<b>Payment</b>	Honorarium and Membership Dues	You will receive a third email when payment has been processed by the BSC. Accounts Payable will mail a check within 7 business days. No other action is needed.	Scan invoice or Letter of Agreement signed by the Chair. Staple originals to the eRequest form and put it in Jane's mailbox.	7 business days
<b>Refund</b>	BOX OFFICE USE ONLY			
<b>Reimbursement to Non-Employee</b>	DO NOT USE			