

HOW DO I PROCESS PAYMENT?

SHOPPING CART	DISBURSEMENT	TRAVEL CARD	P-CARD
Computers	Honorariums	Airfare, train, meals, taxi, hotel accommodations, car rental	Ads for faculty and staff searches (can also be paid on disbursement)
Consultants/Contacted Services and Training	Awards	Business meals	Florists (can also be paid on disbursement)
Receptions and events outside of BU (can also be paid on a BU Travel Card)	Books (unless registered vendor then do a SC)	Meeting expenses	Supply type items that cannot be purchased through WB Mason
Advertising Agency Fees	Dues, membership and conference registrations (can also be paid on a P-Card and BU Travel Card)	Dues, membership and conference registrations (can also be paid on a p-card)	
Graphic Design and brochures	Newspapers and magazines (can also be paid on a P-Card)		
Printing Services – (can also be paid on a P-Card)	Entertainers, performers and dj’s- requires a Performance Contract		
Gift Cards-National Gift Corp-Terrier Marketplace SC	Reprints and copyright permissions (can also be paid on a P-Card)		
Business Cards-Artcraft-Terrier Marketplace SC			
Supplies-WB Mason Terrier Marketplace SC			
Chartered Bus Services (see sourcing website for approved vendors)			
Employee move and relocation (see sourcing website for approved vendors)			
Bulk mailing/shipping services			

**ISR's (Internal Service Request) are used to process payment for internal BU Services such as Catering, Parking, MarCom, Mail Services and Events and Conferences.*

**FSR's (Facilities Service Request) are used to process payment mainly for custodial services such as setting up and breaking down of events.*