# 3. Purchasing and Payment Mechanisms

## Policy Statement
Based on State and Board of Regents policies, the University of Georgia has four methods of making purchases: 1) check requests, 2) purchase requests, 3) purchasing cards (p-cards), and 4) petty cash. The policies regarding each method of purchase and the associated payment mechanisms are contained in sections 2.1, 2.2, 3, and 5 of this manual.

## Reason for policy
To provide an understanding of the various purchasing and payment mechanisms utilized by the University of Georgia, and to maintain compliance with State of Georgia and Board of Regents requirements.

## Procedures
The procedures associated with the methods of purchasing and payment mechanisms are located in Sections 2.1, 2.2, 3 and 5 of this manual.

## Additional contacts
- **Accounts Payable**: 706-542-2786
- **Bursar’s Office**: 706-542-1625

## Policy definitions
- **Purchase Request**: also known as a requisition within UGAmart

## Responsibilities
- **Responsible University Senior Administrator**: Vice President for Finance & Administration
- **Responsible University Administrator**: Procurement Officer
- **Policy Owner**: Procurement
- **Policy Contact**: Annette Evans
- **Phone Number**: 706-542-2361

## Policy Dates
- **Effective Date**:
- **Date Last Updated**: 04/28/2015
- **Date of Last Review**: 
- **Date of Approval**: 
- **Previous Version of Policy**: 

[Finance and Administration Policy Library](Check Requests)