



## 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) payment 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.

[1. Petty Cash Purchases](#)

[2 Purchasing Cards \(p-cards\)](#)

[3.1 Payment Request](#)

[3.2 Purchase Request](#)

### 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.

[1. Petty Cash Purchases](#)

[2 Purchasing Cards \(p-cards\)](#)

[3.1 Payment Request](#)

[3.2.8 Purchase Request Preparation](#)

### Additional contacts

[Accounts Payable](#), 706-542-2786

[Bursar's Office](#) 706-542-2965

### 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:** [Robert Currey](#)

**Phone Number:** 706-542-2361

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### Policy Dates

Effective Date:

Date Last Updated: 06/23/2020

Date of Last Review:

Date of Approval:

06/23/2020

Previous Version of Policy: