Options for Purchases and Payments

**UShop**

- Send an **order (Purchase)** to a supplier(s) through an electronically delivered PO (Purchase Order)
- Route a Requisition to Purchasing. This will turn into an order which is sent to the supplier as above
- Supplier should send invoices to **ap@admin.utah.edu** for request of payment against the PO

**PCard**

- **Pay** for an order/purchase with the University Credit Card (PCard). Ideal examples are:
  - Box Stores
  - Grocery Stores
  - Restaurants
  - On-line only suppliers
  - **PCard only suppliers**

**EPR (e-Payment Request)**

- **Payment** request where an order is not placed with a supplier but a payment must be made. See examples below:
  - Association Fees / Memberships /Dues
  - Guest Lecturer
  - Utilities
  - Royalties
  - Scholarship / Fellowship / Traineeship
  - Student Payments
  - Study Participant