

# 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](mailto: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