



# Quick Reference Guide for Basic Purchase and Payment Methods

Payment Method	Pro-Card Payment	Check Request - Non-Purchase Order	Purchase Order /Requisition	Employee Reimbursement Request	Foundation Funds Direct Vendor Payment	Foundation Funds State Account Reimbursement
Typically used for-	Small purchases from vendors that accept credit card payment.	Small purchases from vendors that do not accept credit card payment.	Purchase where vendors do not accept P-Card, larger purchases, purchases that require signed contracts.	Purchases made directly by employees.	Purchases designated to utilize available UMBF Funds.	Purchases designated to utilize available UMBF Funds that have been paid from departmental state account.
Questions to ask yourself to start discussion about appropriate payment method for your purchase. Please contact CASS or your Financial Support Group to determine next steps and they will direct you to the appropriate payment method and subject matter experts.	<ul style="list-style-type: none"> <li>Is the purchase \$4,999.00 or less?</li> <li>Is this a one time purchase?</li> <li>Does the purchase require a signed contract? If yes this will require SSAS review.</li> <li>Does the vendor accept credit card payments?</li> <li>Does the vendor have an appropriate MCC code that will be accepted by the State Pro-Card? (Example- restaurants and entertainment venues often do not have an MCC code that is accepted.)</li> <li>Does the vendor invoice and accept payment via PayPal or other payment service? (Please refer to guidance on rules governing payments made via PayPal)</li> <li>Please consult CASS or your Financial Support Group for assistance to submit request.</li> </ul> <p>CASS <a href="https://www.umaryland.edu/cass/">https://www.umaryland.edu/cass/</a></p>	<ul style="list-style-type: none"> <li>Is the vendor unable to accept Pro-Card as method of payment?</li> <li>Only a very limited type of payment transaction is permitted via check request. Please refer to the link below to access the Financial Services guide to review additional Information. <a href="https://www.umaryland.edu/media/umb/af/fs/workshops/Payment-Type-Tables.pdf">https://www.umaryland.edu/media/umb/af/fs/workshops/Payment-Type-Tables.pdf</a></li> <li>Please consult CASS or your Financial Support Group for assistance to submit request.</li> </ul> <p><a href="https://www.umaryland.edu/media/umb/af/fs/workshops/Payment-Type-Tables.pdf">https://www.umaryland.edu/media/umb/af/fs/workshops/Payment-Type-Tables.pdf</a></p>	<ul style="list-style-type: none"> <li>Please refer to the Strategic Sourcing and Acquisition Services (SSAS) link below for additional guidance. SSAS <a href="https://www.umaryland.edu/procurement/">https://www.umaryland.edu/procurement/</a></li> <li>Does the purchase require a contract, irregardless of the funds being utilized for payment?</li> <li>Please consult CASS or your Financial Support Group for assistance to submit request and refer to the link below to access the Financial Services guide to review additional payment method Information. <a href="https://www.umaryland.edu/media/umb/af/fs/workshops/Payment-Type-Tables.pdf">https://www.umaryland.edu/media/umb/af/fs/workshops/Payment-Type-Tables.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>State Funds Reimbursement Request-Submit via travel System or Check Request as appropriate. (see additional guidance below)</li> <li>UMBF Funds Reimbursement Request-Submit via UMBF for direct reimbursement from department available funds. (see additional guidance below)</li> <li>Please consult CASS or your Financial Support Group for assistance to submit request and refer to the link below to access the Financial Services guide to review additional payment method Information. <a href="https://www.umaryland.edu/media/umb/af/fs/workshops/Payment-Type-Tables.pdf">https://www.umaryland.edu/media/umb/af/fs/workshops/Payment-Type-Tables.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>Payment can be made directly to vendors by UMBF with your available funds.</li> <li>Requests are processed by UMBF weekly and payments are sent directly from PNC Bank to the vendor.</li> <li>Please note UMBF will sign limited types of contracts or agreements. If a contract or agreement is necessary for your purchase please refer to UMBF for guidance or to SSAS guidance under Purchase Order/Requisition if UMBF is unable to sign necessary contract/agreement for purchase.</li> <li>Purchases that must be made via the SSAS Purchase Order/Requisition process can be reimbursed to your state account. See next column for guidance.</li> <li>Please inquire in advance to UMBF at the below email address for guidance prior to making any commitments to your vendor for payments to be made directly by UMBF. <a href="mailto:UMBFDisbursement@umaryland.edu">UMBFDisbursement@umaryland.edu</a></li> <li>Please consult CASS or your Financial Support Group for assistance to submit request.</li> </ul>	<ul style="list-style-type: none"> <li>Reimbursement requests can be processed to transfer your available funds from UMBF to your state account for purchases initially paid via your state account funds.</li> <li>Reimbursement requests should be made to UMBF as soon as all backup documentation is available for the request.</li> <li>Please consult CASS or your Financial Support Group for assistance to submit request.</li> </ul>