

University of Denver Buying and Paying Guide

1 = Primary Method Options
2 = Secondary Method

		Pioneer Travel & Expense		Crimson Commerce		Banner	Important Notes/Requirements	
Payee	Total Cost	P-Card	Expense Reimbursement	Requisition Vendor Catalog -or- Create New Requisition	Payment Request (formerly "Direct Pay")	Payroll		
Vendor	Supplies (e.g. office, lab, etc.)	<= \$5,000	1		1	2		Payment request is an option for small, non-PO invoices
		> \$5000			1			
	Catering	<= \$5,000	1		1	2		Payment request is an option for small, non-PO invoices
		> \$5000			1			
	Computing Equipment				1			
	Computer Software				1			
	Other Goods and Services	<= \$5,000	1		1	2		Payment request is an option for small, non-PO invoices
		> \$5000			1			
	Independent Contractors	<= \$5,000	1		1	2		Payment request is an option for small, non-PO invoices
		> \$5000			1			
Entertainers	<= \$5,000	1		1	2		Payment request is an option for small, non-PO invoices	
	> \$5000			1				
Advance Deposit - including conference venues, restaurants, and catering	<= \$5,000	1		1	2			Preferred method of advance deposits are based on the total cost of the event/conference/food purchase, including the deposit amount.
Employee	Moving and relocation allowance	Any					1	Use the Moving Allowance Request Form.
	Cell Phone allowance	Any					1	Use the Cell Phone Allowance Request Form.
	Individual business expenses (e.g. travel, business meals, books)	Any	1	2				Book travel air/hotel/car through Pioneer Travel & Expense
Student	Reimbursable expenses (non-scholarship)	Any					1	Use Student Reimbursement Request Form for non employee students

Stu	Prizes/awards	Any			1 Use Student Award Request Form
Guest	Honoraria	Any		1	Enter a Payment Request for an Honorarium.
	Travel & reimbursable expenses	Any	1	2	