What are you trying to do?

- Purchase Something
  - Are you purchasing a service that qualifies as an Independent Contractor? *Refer to Independent Contractor Checklist
    - Yes
      - Follow Independent Contractor Process for Purchase and Payment
    - No
      - Submit a Standard Requisition Payment Approval with Invoice, PO#, and Amount

- Reimburse a Non-Employee
  - Does what you are paying for have an assigned PO#?
    - Yes
      - Submit a Standard Requisition Payment Approval with Invoice, PO#, and Amount
    - No
      - Is what you are paying for a software renewal or service contract renewal?
        - Yes
          - Follow Independent Contractor Process for Purchase and Payment
        - No
          - Can you use a P-card? *Refer to P-card User Guide
            - Yes
              - Can you use a P-card? *Refer to P-card User Guide
            - No
              - Submit a Payment Requisition

- Reimburse a BSU Employee
  - Submit an Expense Report

- Make a Payment (Invoice, Membership, Sponsorship, or Approved Signed Contract)
  - Can you use a P-card? *Refer to P-card User Guide
    - Yes
      - Can you use a P-card? *Refer to P-card User Guide
    - No
      - Submit a Standard Purchasing Requisition