**What are you trying to do?**

- **Reimburse a Non-Employee**
  - Yes: Email accountspayable@boisestate.edu with Invoice, PO#, Supplier Name, and OK to Pay.
  - No: Make a Payment (Invoice, Membership, Sponsorship, or Approved Signed Contract)
    - Does what you are paying for have an assigned PO#?
      - No: Submit a Standard Purchasing Requisition
      - Yes: Can you use a P-card? (Refer to P-card User Guide)
        - Yes: Can you use a P-card?
          - Yes: Use P-card
          - No: Submit a Payment Requisition
        - No: Submit a Payment Requisition
  - Yes: Follow Independent Contractor Process for Purchase and Payment

- **Purchase Something**
  - Are you purchasing a service that qualifies as an Independent Contractor?
    - Yes: Submit a Payment Requisition
    - No: Reimburse a BSU Employee
      - Does what you are paying for have an assigned PO#?
        - No: Submit an Expense Report
        - Yes: Is what you are paying for a software renewal or service contract renewal?
          - Yes: Email accountspayable@boisestate.edu with Invoice, PO#, Supplier Name, and OK to Pay
          - No: Can you use a P-card? (Refer to P-card User Guide)
            - Yes: Use P-card
            - No: Submit a Standard Purchasing Requisition

**University Financial Services Payment Decision Tree**
Last Updated 7/10/2017