What payment method do I use if I can't issue a PO?

Tell Me

For payments that cannot be processed by issuing a Purchase Order (PO) in 49er Mart, an Employee & Student Direct Pay Request (ESDPR) Form or an Electronic Check Request (eCR) form in 49er Mart can be used.

1. **Use an eCR form:**
   a. For payments to external vendors (not to employees or students).
   
   **Note**
   
   eCRs may not be used:
   
   - To avoid adherence to the University’s procurement policies or other purchasing guidelines.
   - To order products or services that can otherwise be ordered through normal 49er Mart purchase order processing.
   - For payments that can otherwise be made with a p-card (e.g., registrations, subscriptions, advertisements, and membership dues).

2. **Use an ESDPR form:**
   a. For non-payroll payments to employees and students, which mainly encompass reimbursements for expenses incurred by employees/students for university business purposes and which are not travel related.
   
   **This information is also referenced in the Purchasing Policy.**

   b. Payments that should not be processed using the ESDPR form are listed on the form description page.

3. **Use a p-card:**
   a. For purchases of small-dollar items, memberships, etc.
   
   **Refer to the Purchasing Card Reference Guide (PCRG) for more details.**

Related FAQs

- How do I change the withholding on my Form W-4 and NC-4?
- What should I review before I submit my Kronos WFR timesheet at the end of the biweekly period?
- What should I look for when reviewing a Non-Exempt employee’s timesheet for approval in Kronos WFR?
- How do I order from a supplier who is not in 49er Mart?
- How do I ensure that the sales tax exemption is applied to my hotel bill?