PAYMENT METHODS

Find out the ways BCM pays for goods and services rendered.

HOW TO PAY

- There are various methods of payment for goods/services based on the nature of business that is being conducted here at BCM. See below for respective scenarios on when to use a certain method:

P-CARD
- Purchase is $3K or less for day-to-day supplies.
  - General Supplies
  - Books and Periodicals
  - Lab Supplies/Equipment
  - Oligos and DNA Sequencing
  - Journal Reprints and Professional Article Submissions
- Please refer to the P-Card Policy Overview & FAQs for further assistance.

CORPORATE CARD
- Purchase is for travel & business related items.
  - Airfare
  - Car Rental/Parking
  - Lodging
  - Meals/Entertainment
  - Meetings/Conferences
  - Membership Dues
- Please refer to the Corporate Card Policy & FAQs for further assistance.

ACH/CHECK REQUEST
- Invoices with a current PO number should be sent to apinvoices@bcm.edu directly from the vendor
- Automated Clearing House (ACH) will be used to pay most BCM invoices
- POs should not be created “after the fact” when an invoice is received
- When to use the check request process?
  - When a vendor does not accept Purchase Orders or Credit Card Payments
  - When you receive an invoice and a PO was not created before the receipt of goods or services
- See the Check Request Policy for additional guidance.
- For invoice related questions, please contact acctpay@bcm.edu or (713) 798-4177.

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