

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**?
 - Medical license renewals, high dollar membership dues/subscriptions, honoraria, independent contractor payments, and other justified/approved circumstances
- See the [Check Request Policy](#) for additional guidance.
- For invoice related **questions**, please contact acctpay@bcm.edu or (713) 798-4177.