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](mailto: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](mailto:acctpay@bcm.edu) or (713) 798-4177.

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