THE OHIO STATE UNIVERSITY

Purchasing Department

Convenience Order List

A Convenience Order allows University departments to pay for specified goods and services without making use of the encumbrance process or through the use of a purchase order. University Purchasing has established University-wide convenience order numbers for the payment of the following goods and services:

X17001	Reimbursements to University faculty, students and staff for the purchase of goods.
X17002	Replenishment of petty cash.
X17003	Payments to individuals for participation as research project subjects.
X17004	Payments for licenses (including royalties), inspections, taxes, USCIS employer paid filing fees, USPS postage replenishment and bulk mail permits and replenishment.
X17005	Payments for Affiliated Organizations like: Faculty Club, Alumni Office, Campus Partners, SciTech, Research Foundation, Ohio Supercomputer, James Foundation, Big 10 Institutions, CICPC, etc., for memberships, shared revenue and/or associated expenses or operating funds.
X17006	Payment for donations or honoraria for one time teaching or speaking engagements to individuals who are not employed by the University (note: payments made to University employees must be made through Human Resources payroll system.)
X17007	Refunds to employees and non-employees for miscellaneous items (i.e. medical, tickets, conference registration, etc.)
X17008	Payments for institutional memberships, and individual memberships in professional organizations which are consistent with the employee's academic or staff duties (note: this may not be used for club, social, airline, etc. memberships).
X17009	Payments to students (OSU students or non-OSU students) for scholarships, awards, grants, or prizes based on academic merit. (Note: awards and prizes based on a student's work performance must be made through Human Resources payroll system).
X17010	Payment of registration fees for business-related conferences and seminars.
X17011	Payment to individuals for non-recurring small dollar services where the specific individual cannot be determined prior to the provision of services (i.e. refereeing, judging, coaching, musicians, etc.)

To request a new convenience order number:

University departments who may need to establish a convenience order number for their specific requirements should submit a letter of justification in lieu of using a purchase order for the convenience order on an annual basis. The Director of Purchasing will review and authorize the request on a case by case basis, and subsequently assign a convenience order number to the department for use on all Payment Requests.

To request a payment using a convenience order number:

University departments should enter a payment request, including the appropriate convenience order number, into the PREP (Payment Request Entry Page) System. For questions regarding the PREP System, contact the Office of Accounts Payable.

For more information, see University Expenditure Policies.

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