



The Ohio State University
Central 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 ten University-wide convenience order numbers for the payment of the following goods and services:

X10001	Reimbursements to University faculty, students and staff for the purchase of goods.
X10002	Replenishment of petty cash.
X10003	Payments to non OSU individuals who participate in research projects (<u>note: payments made to University employees must be made through Human Resources payroll system</u>).
X10004	Payments for licenses (including royalties), inspections, taxes, H-1 Visa's, USPS postage replenishment and bulk mail permits and replenishment.
X10005	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.
X10006	Payments to non OSU individuals for honoraria, one-time teaching, speaking, judging, refereeing, coaching, musicians, etc. or one-time donations (<u>note: payments made to University employees must be made through Human Resources payroll system</u>).
X10007	Refunds to employees and non-employees for miscellaneous items (i.e., medical, tickets, conference registration, etc).
X10008	Payments for institutional memberships, and individual memberships in professional organizations which are consistent with the employee's academic or staff duties (<u>note: this may not be used for club, social, airline, etc. memberships</u>).
X10009	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).
X10010	Payment of registration fees for business-related conferences and seminars.

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](#).