


UNIVERSITY OF OREGON

Search

- A-Z Department Index
- Calendar
- Find People
- Maps & Directories
- Staff
- Training
- Calendar
- Policy
- Forms
- FAQs
- Glossary
- Related Sites



Business Affairs Office : Administrator Services

[BAO home](#) | [Administrator Services](#) | [Inter-Departmental Purchases](#)

+ Student

+ Employee

- Administrator

- ▶ A/P Invoice Payments
- ▶ BANNER
- ▶ Cashiering
- ▶ Conferences (UO Sponsored)
- ▶ eCommerce
- ▶ Financial Management
- ▶ Food and Beverage (Hosting)
- ▶ Gifts
- ▶ International Visitors/Students
- ▶ Payroll
- ▶  Print/Copy Mail Services
- ▶ Procurement / Contracting
- ▶ Property Control
- ▶ Risk Management
- ▶ Student Resource Aid
- ▶ Surplus Property
- ▶ Tax Administration
- ▶ Travel
- ▶  Vice President FA

Inter-Departmental Purchases

Upon BAO review of current Procurement Card Detail Reports, we identified a number of inter-departmental purchases made using the procurement card. When the procurement card is used for inter-departmental purchases there is an associated transaction fee for the selling department.

To avoid unnecessary costs, specifically the transaction fee, the procurement card is not the recommended payment method for inter-departmental purchases. Examples of University of Oregon departments that sell merchandise are:

[UO Museum of Natural History](#)
[UO Press Web](#)

When making an inter-departmental purchase, the recommended payment method is to process a journal voucher.

If you have any questions on how to process a journal voucher, please refer to the [FIS JV Procedures](#) for clarifications, instructions and training opportunities.

By using journal vouchers for inter-departmental purchases we will save the University money by reducing credit card processing and bank transaction fees.