Payment Methods

Click here to access Workday.

Preferred Method of Payment

Sciquest Purchase Requisitions and Purchase Orders are the University's primary and preferred purchasing method for procuring goods and services.

The Yale Purchasing Card (P-card) is the preferred method of paying for travel expenses and the use of personal funds should be minimized. Yale P-cards are appropriate for travel and business meal expenses and small-dollar (<$2,000) purchases for supplies, etc. not available through SciQuest.

Minimize OK-to-pay invoices; an invoice not associated with a purchase order. Typically the amount is <= $2,000 or under and sent directly to the department by the supplier for payment approval.

Expenses with required supporting documentation should be submitted within 10 days of incurring the expense or returning from the trip. Expenses processed after 120 days through 1 year will be reimbursed as taxable income through payroll. After one year it will not be reimbursed.

Faculty and staff will ONLY be reimbursed for out-of-pocket expenses through Workday. Treasury Services at 2 Whitney will only provide out-of-pocket expense reimbursements (e.g. petty cash) for students and visitors. Cash advances will still be available for faculty, staff, and students.

Yale’s competitive bidding threshold increases from $2,000 to $10,000. For orders >$10,000 with non-contract vendors, 3 written bids are required; a sole source must be provided when competitive bidding is not appropriate.

All hardware, software, and IT service purchases (e.g., computers, software, printers, mobile phones, tablets, databases, and IT professional services) must be made through YSOM’s IT department.