<table>
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<th>Method</th>
<th>Description</th>
<th>Purpose</th>
<th>Additional Information</th>
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| Purchase Order (PO) | Promissory agreement (between Mason and a vendor) to pay for a good or service after it has been received and the vendor has invoiced Mason (net 30 day payment terms) | • Pay for expenses that cost $5000 or more.  
• Pay for contractual and/or entertainment expenses. | • 3 written vendor price quotes required for orders of $5000 or more  
• Student Services Event and Entertainment Agreement (aka contract), vendor’s Certificate of Insurance (COI), and Independent Contractor Evaluation Form required for contractual and/or entertainment expenses |
| Purchasing Card (Pcard) | University credit card issued to Mason employee | • Pay for online or over the phone orders that cost more than $100 but less than $5000.  
• Pay for all catering expenses.  
• Pay for groceries at University Mall Giant Food Store. | • RSO Pcard Order Information spreadsheet required for online/phone orders  
• Catering contract or price quote required for catering orders |
| Reimbursement | Repayment to a Mason employee or student for an out-of-pocket expense | • Reimburse an expense that was purchased by a Mason employee or student with their personal funds. | • Itemized receipt required for each expense |
| On-Campus Charging | Billing of an on-campus good or service (provided by a Mason office) directly to your RSO account | • Use your RSO organization code to pay for on-campus goods or services such as: Corner Pocket reservations, Event Services fees, Mason Catering costs, Parking Services validations, Police Services security, Print Services copy orders, Mason Recreation equipment rentals, etc. | • RSOs must apply for and receive funding before they incur on-campus charging expenses. Otherwise, they will be responsible for paying the expense back.  
• Cancellation and “no show” fees may be incurred and charged to the RSO’s account if order requests aren’t canceled in a timely manner. |
| Honorarium | One-time payment issued as a token of appreciation to an individual for a special, non-recurring activity or event, for which no payment is required. | • Issue a monetary “thank you” to an individual for performing services such as giving a lecture, judging a campus competition, etc. | • Cannot be paid to organizations, businesses, third parties, Mason employees or students.  
• No contract or discussion of payment is allowed with the honorarium recipient. |
| Journal Voucher (JV) Transfer | Internal movement of money between Mason accounts | • Transfer funds from your RSO account to another RSO or Mason office. | • Often used for event co-sponsorships or sharing the cost of an expense with another RSO or Mason office. |