



**NYU**

**SILVER SCHOOL  
OF SOCIAL WORK**

## Purchase Requisitions and Reimbursements

SSSW Office for Research

### e-Req/i-Buy Purchase Requisitions:

The NYU Purchasing Services Division maintains an online Purchase Requisitioning System and e-commerce portal for the purchase of materials and supplies used in the performance of sponsored research projects. The e-Requisition system is compliant with federal guidelines and links directly to all NYU-approved vendors.

i-Buy is an electronic marketplace that allows you to search for items, create a shopping cart and order items directly from multiple suppliers. It automatically generates Purchase Requisitions for each supplier that are submitted for Office for Research and Administrative Services approval, then immediately transmitted directly to the Supplier. Additional information and tutorials on how to use i-Buy can be found [HERE](#).

To access the e-Req/i-Buy System you will need to provide the SSSW Office for Research with the names and net IDs of personnel who will purchase project materials and supplies. Once they have been authorized, personnel can log in to the e-Requisition system at <http://www.purch.nyu.edu/>

If you need materials or supplies from a vendor that is not currently NYU-approved, please contact the Office for Research at [silver.ofr@nyu.edu](mailto:silver.ofr@nyu.edu) and provide the grant/project title, the vendor name, and the name and quantity of the item to be purchased. The OFR will work with the vendor to secure NYU approval or generate a special Purchase Order outside of the e-Requisition system.

### AP Workflow:

AP Workflow is a web-based service that allows NYU employees to process and track requests for reimbursements and cash advances. It is accessible at any time from anywhere in the world through a computer with an internet connection (via [NYU Home](#)). If you need help securing reimbursement for any allowable cost to a sponsored research project, please have your support staff or project director contact [silver.ofr@nyu.edu](mailto:silver.ofr@nyu.edu) with the grant/project title, expense detail and supporting documentation (e.g., receipts).

### Purchasing Cards (P-Cards):

The Purchasing Card is a University liability charge card issued to an employee of NYU for the purpose of making authorized purchases on the University's behalf. The P-Card should not be considered as an alternative to the e-Req/i-Buy system, as its use is much restricted. The Purchasing Card has a maximum transaction limit of \$2500. Each Cardholder and Card Administrator must complete an on-line training session and is bound by the policies and procedures outlined in the Purchasing Card Policies & Procedures Guide available on the Purchasing Services website Purchasing Card page at <http://www.nyu.edu/purchasing.services>.

To request a Purchasing Card, please contact the Office for Research at [silver.ofr@nyu.edu](mailto:silver.ofr@nyu.edu) and provide the grant/project title, card administrator and card holder name(s), and a brief statement of need.

### NYU Business Travel Account (BTA):

The Business Travel Account is a cardless account that travelers use to bill air, rail and (when requested) hotel charges. The BTA cannot be used for car rentals or restaurant charges. The BTA is recommended for those who need to charge air or rail for infrequent travelers, consultants, job candidates, employees who do not have an American Express Corporate Travel Card and even large groups traveling on company business.

Although the preferred method of paying for project related travel expenses is reimbursement through AP Workflow, request for charges to the School's BTA can be sent to [silver.ofr@nyu.edu](mailto:silver.ofr@nyu.edu) with an estimate of travel costs and itinerary, including dates, names of personnel and destinations.