Could this purchase be paid for with a Procard (<$3000) rather than this DPAY request?

Could this purchase be paid for with a Procard (<$3000)

Invoices ≥ $3000 should be processed against a PO.

NORTHEASTERN UNIV TAX-EXEMPT NUMBER IS: 04-1679980

A. INVOICE # AND DATE DIRECTLY FROM THE INVOICE
IF THERE IS NO INVOICE #, THEN:
1- USE INVOICE DATE AS INVOICE #
2- IF NO INVOICE DATE, USE DPAY DATE
3- IF SUBSCRIPTION OR CONFERENCE REGISTRATION, USE LAST NAME OF EMPLOYEE PLUS FIRST INITIAL FOLLOWED BY THE MONTH AND YEAR OF MEMBERSHIP OR ATTENDANCE

THESE TYPES OF FEES SHOULD BE PAID WITH A PROCARD

4- IF PHONE BILL USE THE 10 DIGIT PHONE # FOLLOWED BY THE MONTH AND YEAR OF BILL

B. Payments to individuals and/or to Independent Contractors...
If payment is for services rendered, performers, rents or royalties, then a social security number or a company tax ID is required.

C. ONLY CERTAIN CHECKS WILL BE HELD FOR PICK UP PLEASE CALL AP @ extension 2652 FOR DETAILS.

PLEASE NOTE: INCOMPLETE FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOUR DEPT.