

OSU Accounts Payable has maintained a program called AutoPay for a number of years. The AutoPay program allows employees to make purchases from certain vendors using an OSU index for billing purposes. After **April 20th** we will transition some of the AutoPay vendors to other purchasing and payment methods. This transition will enable the Accounts Payable team to focus on further enhancement of new technology and additional methods for purchasing and payment. To assist you with the transition, please see the chart below indicating the vendors, the purchasing/payment method, preferred method and secondary method. We appreciate your collaboration as we move through this transition. If you have questions, please contact [RaeLee Aguilar](#) or [Kelly Kozisek](#)

Purchasing/Payment Methods		
Supplier	Preferred	Secondary
Azumano Travel Service Inc	Remaining on AutoPay	N/A
Bi-Mart Corp	Remaining on AutoPay	N/A
Enterprise Holdings	Remaining on AutoPay	N/A
GCA Education Services Inc	Remaining on AutoPay	N/A
NW Natural Gas Company	Remaining on AutoPay	N/A
Robnetts Hardware	Remaining on AutoPay	N/A
Office Depot/Max Inc	BennyBuy Catalog	Website w/ Pcard*
Staples	BennyBuy Catalog	Website w/ Pcard*
TWGW Inc (Napa)	BennyBuy Catalog	Website or Phone w/ Pcard
VWR International LLC	BennyBuy Catalog	Website or Phone w/ Pcard*
WW Grainger, Inc.	BennyBuy Catalog	Website or Phone w/ Pcard
Fisher Scientific LLC	BennyBuy Purchase Request	BuyOrange Portal w/ Index
Oregonian Publishing Company	BennyBuy Purchase Request	Email w/ Pcard
Oregon State University Bookstore	Walk-in w/ Pcard	Phone w/ Pcard
Smith Glass Service Inc	BennyBuy Purchase Request	Phone w/ Pcard
Willamette Graystone Inc	BennyBuy Purchase Request	Walk-in w/ Pcard

*Website will be available through BuyOrange Portal