P-Card Information

Benefits

PCards benefit the departments, the University, and our vendors by allowing easier access to purchases and eliminating the need for a purchase order. The PCard will be issued to designated, full-time employees in each department to enhance University and departmental effectiveness and economy of operations.

Grant Accounts

Office of Programs and Grants no longer allows a grant account to be used as the default account for a PCard. The department must use their supplies and services account as the default account and then reallocate in Concur.

Additional Paperwork Requirements

When processing your monthly PCard transaction log, additional paperwork is required for the following:

- **Food Purchases**
- The PCard cannot be used for restaurants or catering services, with the exception of Sodexo. Prepackaged snacks, coca cola product drinks, and coffee can be purchased with the PCard for students and guests only.
- **Promotional Items**
  All purchases for promotional items must be made from an Affinity licensed vendor. If the purchase is not made from an Affinity vendor, the cardholder is responsible for reimbursement to the University for the amount of the purchase. This reimbursement must be done with Foundation or other private funds.
- **Individual Membership Fees**
  Attach a memo from the Dean signed by the Vice Chancellor or Director approving the individual membership. Institutional memberships do not require a memo.
- **Gift Cards**
- An approved Gift Card Request Form is required for any gift card purchases.

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