

Procurement Card

WHAT IS A P-CARD?

The State Procurement Card, also known as the P-Card, is a credit card that each department will use to purchase low-dollar, supply items. The P-Card program is designed to help better manage these purchases.

When entering Concur descriptions and comments, please do not use double quotes (“ ”) when entering a word or phrase, such as “Mentor Monday”.

Also, do not use the pipes symbol (|). The pipes symbol is located on the same keyboard key as the backslash symbol. These symbols cause errors when Concur information is fed over into Banner.

If you have any questions, please contact Mike Smith at 870-680-4230 or mismith@astate.edu.

INSTRUCTIONS AND FORMS FOR P-CARD

- [Approving P-Card Statement Reports](#)
- [P-Card Reconciliation Guide](#)
- [P-Card Delegation Form](#)
- [Pcard Nonallowables](#)
- [PCard Allowables](#)
- [PCard Application](#)
- [Credit Limit Increase Request](#)
- [Gift Card Request Form](#)
- [Student Prize Form](#)

Benefits

P-Cards benefit the departments, the University, and our vendors by allowing easier access to purchases and eliminating the need for a purchase order. The P-Card 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 P-Card. 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 P-Card transaction log, additional paperwork is required for the following:

- **Food Purchased from an Outside Source**

- A completed food purchase form must be attached to your transaction log. The P-Card cannot be used for restaurants or catering services, with the exception of Sodexo.

- **On-Campus Events**

- The Food Purchase for On-Campus form MUST be approved by dining services for food can be purchased.

- **Off-Campus Events**

- Use the Food Purchase for Off-Campus form for events held off campus. These purchases must be approved by the Director of Procurement before purchase.

- **Promotional Items**

All purchases for promotional items must be made from a CLC vendor. If the purchase is not made from a CLC vendor the holder is responsible for reimbursement to the P-Card account 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 membership.

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