P-Card Process Flowchart

Is item less than $0.000.00?

Yes

What type of item if being purchased

Prohibited from P-Card purchases:
- Animals
- Capitalized Property
- Firearms, Narcotics or Other controlled substance
- Hazardous Materials Disposal
- Lease or Cash Advance
- Minor Capital Outlay/Construction/Public Works
- Personal Purchases
- Purchase requiring contract, insurance, or consulting
- Services (including personal services)
- Splitting of purchases to circumvent dollar limitation
- Software licenses requiring signed contract
- USPS Services
- Travel related expenses (meals, gasoline, conference fees/registration, airfares, lodging and car rental)

Restricted and need additional forms/approval from designated department:
- Gifts Expenses - trophies, plaques, awards adn other gift items (need gift form)
- Hospitality Expenses - food (need hospitality form)

Submit Purchase Order Request to Purchasing

No

Unrestricted

Restricted

Have you obtained authorization (written or form) from the designated department

Written Authorization:
- Audio Visual Services
- Department Copier Program
- Office of the University Research
- Physical Planning and Facilities Management
- Purchasing
- Safety and Risk Management
- University Police
- University Print Shop

Form:
- Accounts Payable

Obtain Approval

No

Yes

Is item within your P-Card limit?

Use P-Card to purchase item