Always refer to the Procure-to-Pay guide for general instructions on purchasing
Always check the Preferred Vendors list in the Procure-to-Pay guide
Email scanned receipts to DMS Finance Center within 3 days of purchase. Receipts must include: cardholder name, business purpose, and chart string(s).
# Process for Purchasing Goods using your P-Card

- Use your P-Card to purchase authorized goods and obtain itemized receipt.
- In a note written on your receipt (or in an accompanying email), indicate the business justification for the purchase and the chart string/PTAEO to charge.
- Send a scanned copy of the receipt to the DMS Finance Center via email.

<table>
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<th>For questions related to…</th>
<th>…You should contact</th>
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<tbody>
<tr>
<td>- Purchasing allowability</td>
<td>- DMS Finance Center</td>
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<td>- Confirming receipt of goods and services</td>
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<td></td>
<td>- P-Card Manager in Procurement</td>
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