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>
<thead>
<tr>
<th>For questions related to…</th>
<th>…You should contact</th>
</tr>
</thead>
</table>
| ▪ Purchasing allowability
  ▪ Confirming receipt of goods and services | ▪ Your Departmental Super User or DMS Finance Center |
  ▪ P-Card Manager in Procurement |