Process for Purchasing Goods using your P-Card

If you are a purchaser, please see the bolded “Purchaser” section 1 for instructions on completing a Purchase. The additional section describes activities to be completed by other finance organizations or personnel.

Helpful Hints

- 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
- Keep a copy of your packing receipt for your personal record before sending a original to the Finance Center
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- 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 cardholder name, business justification for the purchase and the chart string/PTAEO to charge.
- Send the original receipt via Hinman mail or a scanned copy of the receipt to your Departmental Super User Finance Center Senior Specialist via email. To identify your Departmental Super User Finance Center Senior Specialist please access the Finance Center Contacts section of the Finance Center website.

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P-Card Manager in Procurement |