

## Corporate Card/Procurement Card Comparison

PURCHASE TYPES	CORP	PCARD
Operational Purchases (supplies/equipment)		X
Air	X	
Bus (Dartmouth Coach)	X	X
Train	X	
Hotel	X	
Meals		
Food Drop/Delivery	X	X
Dine-In	X	
Catering (approved vendors only)	X	X
Alcohol	X	
Services (Online, Contracted)		X
Purchase Limit		
Travel and Entertainment may exceed \$4,999	X	
No purchase over \$4,999		X
Documentation Requirements		
All Entertainment, Lodging, Moving, regardless of amount	X	n/a
Receipts under \$75		
Receipts \$75 or over	X	X
Submission		
OnBase PCard eForm		X
iExpense (or Expense Report Request eForm)	X	
Approval		
Approval by Supervisor/Fiscal Officer	X	
Compliance/Audit review		
All Purchases		X
Random Audit	X	
All expense reports with policy violations	X	
All expense reports with expense required justification (entertainment, personal, moving)	X	
All expense reports of individuals on the audit list	X	
All expense reports of individuals with Cash Withdrawal or Cash Advance	X	
All expense reports with expenses older than 60 days	X	
Mobile		
iExpense mobile app on iPhone/iPad	X	
Finance Center e-Form available on all devices with browser		X

For more detailed information go to the [Corporate & Procurement Cards](#) site and review the [Procurement Card Policy](#).