

**Purchasing Card (PCard) Manual****Appendix E****Step process for PCard purchases****1. Individual Cards should be in possession of the named Cardholder.**

- a. Individual Cards may not be shared.
- b. An Individual Cardholder must be a full-time regular employee.
- c. Possession:  
Business Offices may designate a secure location to store Individual Cards when the cards are not in the possession of the named cardholder. In this case, a PCard Sign-out Log must be maintained. The Log will include the date the card was signed out, the signature of the cardholder and the Business Office employee and the date the card was signed back in by the cardholder.

**2. Department Cards should be in possession of Coordinator assigned.**

- a. Department Cards may be shared.
- b. Coordinator must be full-time regular employee.
- c. Possession:  
Business Offices may designate a secure location to store Department Cards when the cards are not in the possession of the named Coordinator. In this case, a PCard Sign-out Log must be maintained. The Log will include the date the card was signed out, the signature of the named Coordinator and the Business Office employee and the date the card was signed back in by the Coordinator.
- d. Authorized Users:  
Department PCard Coordinators must maintain a PCard Sign-out Log to check cards out to Authorized Users. The PCard Sign-out Log will include the date the card was signed out, signed by the Authorized User and the PCard Coordinator and the date the card was signed back in by the Authorized User.

**3. Individual Cardholders and Authorized Users of Department Cards have blanket authority to purchase without pre-approval up to the card's transaction limits unless the Executive Administrator imposes stricter pre-approval requirements.****4. Pre-approval is required for purchases made by Campus and District Buyers.**

- a. Request forms permitted:
  - i. Pre-approved PCard Purchase Request form.
  - ii. Other approved request forms may be used in lieu of the PCard Purchase Request form, but are not required to be used, ex.: Travel Authorization Request, Payment Request, Requisition, FAMIS Requisition, Campus request forms (converted to a PCard order).
- b. Purpose of purchase must be recorded on the request form and on the receipt.





















