

Standard Operating Procedure

Subject: **P-Cards**

Source: Office of Student Life

Issue Date: 10/01/2023

Rationale: To provide guidelines for the use of p-cards.

Process:

1. Complete [Digital Purchase Order](#) request
 - a. P-Card Check Out
 1. Must include:
 1. Supplier
 2. Detailed description of items needing purchased
 3. Detailed business purpose
 4. Check Out Date/Time
 - a. If less than a 24 hours, please email oslfm@indiana.edu as well as submitting the request
 - b. We will assume a 1-hour window
 5. Return Date/Time
 - a. Must return promptly after purchase unless prior arrangements have been made.
 - b. We will assume a 1-hour window
 6. Account number
 2. Purchasing staff will approve and comment on the DPO request that a card has been reserved for you.
 - b. P-Card Order (OSL Purchasing staff making purchase)
 1. Must include:
 1. Supplier
 2. Quote and/or detailed description of items, including item number, needing purchased
 3. Detailed business purpose
 4. Date needed if applicable
 5. Account number
2. Next Steps
 - a. P-Card Check Out

1. Purchasing staff will approve DPO request and comment that the card is reserved and you can pick it up at your designated time.
2. Once the purchase is made, please return the card and the tax exempt, itemized receipt to the purchasing team. ***You may also take a picture of the receipt at the time of purchase and email it to oslfm@indiana.edu to avoid any lost receipts.

b. P-Card Order

1. Purchasing staff will make the purchase and then approve and comment on the DPO request that purchase was made with expected deliver dates, if available.
2. Once items are received, please go back into the DPO request and mark as delivered.
3. Scan and send packing slips to oslfm@indiana.edu

Please note:

- [Restricted Items](#) list
- [Purchasing Non-Alcoholic Beverages](#) (Coke Contract)
- Hospitality – Please see the OSL Hospitality SOP
- DO NOT write down the card information
- P-cards are not to be checked out overnight unless a purchase has to be made in the evening