University Pcards (credit cards) can be used for just about everything that you need to purchase. However, you should always try first to go through eStores, as referenced in our guidelines for university purchasing.

**ABSOLUTELY NOTHING CAN BE PURCHASED PRIOR TO THE APPROVAL OF YOUR EREQUEST**

- Submit a complete eRequest in advance of your purchase. Our office recommends a minimum of 2 days to allow for processing time. Under “Buy Something” select Pcard Preferred and include the following:
  - **Business Purpose** – should address who? What? When? Where? And why?
  - **What you are purchasing**
    - Meals - business purpose of the meal, attendees, and date of the meal.
    - Conference registration - name of the conference, dates of the conference and an approved T# number should be included.
  - **Vendor** If there is a contract involved with the vendor (catering, etc.), the contract must be signed by the Purchasing Department before the purchase. Please see Linda for help with this. **Do not sign contracts.**
  - **Funding Source** - You cannot use the Pcard for purchases using OSP (grant) funds.
  - **Important notes:**
    - Pcard transactions cannot be split to avoid the single transaction limit of $7500.
    - Coke and Staples are Key university contracts, with 100% compliance. Therefore, we recommend purchasing through eStores:
      - Purchases of water, juice or soda, must be Coke products.
    - Office supplies must be purchased through Staples.

- Once the eRequest is approved, the Pcard can be picked up in Room 222.
  - Tax is not to be charged. Our tax exempt number is located on the front of each card. It is your responsibility as the card holder, to let the vendor know we are tax exempt. **If tax is charged, you will be required to contact the vendor and work with them to get the tax removed. If you do not get the tax removed, then you will be responsible for reimbursing the University.**
  - For your convenience, the link to states we are exempt is below. [https://controller.osu.edu/tax/tax-man-state.shtm](https://controller.osu.edu/tax/tax-man-state.shtm)

- Once the transaction is complete,
  - Scan and upload the receipt into the eRequest and SAVE the eRequest.
  - Return the Pcard and the original receipt. (include eRequest # on receipt)
  - If a purchase is returned to the supplier, a credit must be applied to the card. Cash or a due bill cannot be accepted for a returned item.