

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 43.19

Cancels:

See Also: POL-U5348.01 Purchasing with University Funds
POL-U5348.12 Reimbursing Employees

PRO-U5348.01B USING A PCARD TO PURCHASE GOODS UNDER THE DESIGNATED DOLLAR LIMIT

This procedure applies to departmental employees making purchases under the departmental purchasing limit.

Department

1. In accordance with PRO-U5348.01A Purchasing Goods Under The Designated Dollar Limit, **determines** that the PCard is the university's preferred method for purchasing goods.
2. **Obtains** a secure online connection to place an order and provide vendor with PCard data.
3. Retains receipt or order confirmation for purchase records. (See TSK-U5348.04C.)
4. Reviews purchases on PaymentNet prior to download cut-off deadline. (See TSK-U5348.04A.)

Financial Manager

5. Reviews PCard website for additional information. When appropriate, approves transactions. (See TSK-U5348.04B.)