

PCard 101

Procurement and Business Services



Welcome to the PCard 101 Guide. This document serves as a refresher on common knowledge about PCard usage and will be updated as needed. It's designed to help you navigate PCard information effectively and is conveniently housed on the Procurement and Business Services website.

Quick Facts



Security

Safeguard your PCard like a personal credit card to prevent fraud.



Usage

Use your PCard for official GT business purchases only.



Support

For inquiries or requests, reach out to PCard via Service Now.

Limit Increase



If a purchase exceeds your spending limit, submit a limit increase through Service Now. Splitting purchases to bypass limits is prohibited.

Requisition



An approved PCard requisition form is required before making purchases. Check the requisition flowchart for exceptions.

Discrepancies



As a cardholder, it's your responsibility to resolve discrepancies and ensure credits are received. Contact the supplier for incorrect charges and communicate with PCard and BOA for any fraudulent transactions.

Verification Process



Transactions load daily to Workday and should be reconciled immediately. Attach all necessary supporting documents to PCV.



Food Purchase

No food purchases on PCard unless for a student's meal.

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Allowable Items

- Books
- Office supplies
- Printing
- Conferences
- Lab/Research Supplies
- Temporary services
- Utilities
- Student travel



Prohibited Items

- Personal use
- Employee travel
- Entertainment expenses
- Fines, late fees and penalties (including parking tickets)
- Flowers or Gifts
- Personal memberships
- Inventory equipment
- Single units \$3,000 or more including freight
- Internal purchases from units within the Institute
- Sales tax from vendors within the State of Georgia
- Service/Recognition Awards

*For a comprehensive list of prohibited and allowable items, refer to PCard Policy 5.2.1.8.

