



P-Card Purchases & Purchase Order

<p align="center"><u>Purchase Orders</u> -Contracted Services -Eprocurement Vendors -Vendors that do not accept P-card*</p>	<p align="center"><u>P-Card Purchases</u> <\$500 for Campus Cards <\$1,500 for Department Cards <\$250 for Department Activity Funds</p>	<p align="center"><u>P-Card Purchases</u> >\$500 for Campus Cards >\$1,500 for Department >\$250 for Department Activity Funds</p>
<ol style="list-style-type: none"> 1. Approved Purchase Request Form required if using 865 or 890 funds 2. Requisition is entered into Munis 3. Purchasing will issue PO 4. Order is received 5. Secretary will receive in Munis 6. Accounts Payable department will issue payment 	<ol style="list-style-type: none"> 1. Approved Purchase Request Form required for all purchases 2. Requestor places order (if not in store purchase) 3. Order and invoice are received 4. P-card is issued for payment** 5. Secretary reconciles transaction in Munis by allocating to budget code 6. Statement is released for approvals (Budget Manager-Business Office/Accounting-Purchasing) 	<ol style="list-style-type: none"> 1. Approved Purchase Request Form required if using 865 or 890 funds 2. Requisition is entered into Munis 3. Requisition is approved and converted into a P-Card PO 4. Requestor places order (if not in store purchase) 5. Order and invoice are received 6. P-card is issued for payment** 7. Secretary reconciles transaction in Munis by liquidating P-card PO 8. Statement is released for approvals (Budget Manager-Business Office/Accounting-Purchasing)

*Please refers back to the Approved Vendor List located on website for vendors marked as "NO" for P-Card purchases

**Payment is made after order is received. No online ordering or paying for purchases prior receiving order