

Card: \_\_\_\_\_

Name: \_\_\_\_\_ PO # (If applicable): \_\_\_\_\_ Amount: \_\_\_\_\_ Card must be returned on: \_\_\_\_\_

### **Guidelines**

- Purchase only items listed on your approved P-Card Purchase Request Form / Purchase Order.
- Shop only from the vendors listed on your approved P-Card Purchase Request Form / Purchase Order.
- P-Card sharing is not allowed.
- Personal purchases or any unapproved purchases are not allowed.
- **Sales Tax** is not permitted. Sales Tax credits must be obtained within 15 days of notification.
- Savings catcher or any form of rebate is not allowed.
- No online ordering or prepaying for services/materials.
- Original receipt(s) must be returned to Secretary along with P-Card.
- Payment utilizing P-Card must be made after the goods/services have been received or at the time of purchase if in-store.
- You have two business days to use the card unless approved by your Supervisor.
- Violation of guidelines could result in a trip back to the store, P-Card Issue Notice and/or revocation of P-Card privileges.

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