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. It is recommended to complete within three days but no more than 15. 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
- Student meals

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
- Employee meals

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