

## I. INTRODUCTION

P-Cards provide a convenient, efficient, and managed approach for appropriate small-dollar purchasing transactions. The purpose of this Policy is to provide structure, limits, and accountability in the use of a P-Card.

## II. POLICY OVERVIEW

- A. P-Cards may only be used by Cardholders for Allowable Purchases in accordance with this Policy and the [Purchasing Card Guide](#).
- B. Cardholders must adhere to relevant University policies related to the expenditure of institutional funds.
- C. Cardholders using a P-Card are expected to:
  - 1. safeguard the resources under their control and report any suspected financial misconduct (See University Policy SAFE 7.10.062 - *Reporting and Investigating Misuse or Theft of University Property*); and
  - 2. avoid situations in which their relationships with other employees or with outside entities





