



## 2.6 Obtaining a P-Card

### Policy Statement

Section 3.0 of the [UGA P-Card Manual](#) addresses who is eligible to receive a p-card and is based on SPD and BOR policies. A link is provided to the manual in the Related Information area below.

### Reason for policy

To provide an understanding of who can obtain a p-card and the procedures to follow in order to obtain a p-card

### Procedures

Sections 4.0 and 4.1 of the [UGA P-Card Manual](#) provides the procedures for obtaining a p-card. Additionally, section 4.2 provides information on maintaining a p-card. A link to the manual is provided below in the Related Information

### Forms/Instructions

Instructions are included in the above applicable sections of the [UGA P-Card Manual](#).

New P-Card Request Form: [http://www.busfin.uga.edu/forms/pcard\\_reqform\\_new.pdf](http://www.busfin.uga.edu/forms/pcard_reqform_new.pdf)

### Additional contacts

[Lynn Stephens](#), Dawn Cowart

**Phone Number:** 706-542-2361

### Policy definitions

BOR - Board of Regents

P-Card - purchasing card

SPD - State Purchasing Division

### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Procurement Officer

**Policy Owner:** [Procurement](#)

**Policy Contact:** Dawn Cowart

**Phone Number:** 706-542-2361

**Responsibilities:** Each person with a role in the p-card process must attend training and successfully complete an online exam.

**Responsibilities:** Cardholders, Approving Officials, and Reconcilers must sign a P-Card Ethical Behavior Agreement.

**Responsibilities:** Cardholders must complete the Human Resources Consent Form for a background investigation and submit the complete form to Human Resources prior to requesting a p-card from Procurement.

**Responsibilities:** Each person with a role in the p-card process must complete refresher training as addressed in section 4.6 of the [UGA P-Card Manual](#).

**Responsibilities:** The Cardholder must sign a Cardholder Agreement.

**Responsibilities:** Approving Officials (Approver 1 and Approver 2) must sign a Card Approver Agreement.

**Responsibilities:** The P-card Program Administrator in Procurement and the University's CFO (VP for Finance and

Administration) must review and approve the New P-card Request Form prior to card ordering and issuance. The Assistant P-card Program Administrator in Procurement may approve in the absence of the P-card Program Administrator.

---

#### Record Retention

-

---

#### Related information

**[UGA P-Card Manual](#)**

Date Reviewed: 11/05/2018

[< Purchasing Card \(P-Card\) | Spending Limits >](#)

---

#### Policy Dates

Effective Date: 04/01/2017

Date Last Updated: 11/18/2019

Date of Last Review: 11/18/2019

Date of Approval: 02/12/2020

Previous Version of Policy: