



## 2 Purchasing Card (P-Card)

### Policy Statement

The University of Georgia offers a purchasing card program for use in conducting University business. The VISA Purchasing Card, issued by Bank of America, is a valuable tool for quickly and efficiently purchasing and paying for small dollar items without sacrificing control or cost. The card may be used as the method of payment for unplanned, non-routine, or urgent purchases of goods and services under \$1,000 and for purchases under \$5,000 that are preapproved and go through a required pre-approval process prior to making the purchase. The total value of the purchase should be included when considering the purchase limit, and as such the total value includes shipping, handling charges, insurance, etc. Cards can be used in person, over the phone, fax, via the internet or by mail. This p-card program is the only purchasing card program authorized for use by employees of the University. State Purchasing and Board of Regents both provide p-card policies which have been incorporated in the UGA p-card policies and procedures.

### Reason for policy

To provide an understanding of the p-card program and the basis of UGA p-card policies and procedures.

### Procedures

Procedures related to obtaining and using a p-card are covered in detail in other sections of the policy and procedure manual. Additionally, the p-card manual contains all relevant information in one document.

### Additional contacts

Dawn Cowart

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

### Policy definitions

P-Card – Purchasing Card

### 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

### Related information

[UGA P-Card Manual](#)

Date Reviewed: 02/09/2018

[‹ Sales Tax](#) | [Obtaining a P-Card](#) ›

### Policy Dates

Effective Date: 04/01/2017

Date Last Updated: 01/29/2018

Date of Last

Review: 11/05/2018

Date of Approval:

Previous Version of Policy: