# Standard Operating Procedure

## Purpose

The University Purchasing Card (P-Card) is a streamlined payment method that allows staff and faculty to pay for goods and services in an inexpensive and efficient manner. The P-Card is intended for use for purchasing small-dollar ($4,999 or less), low-risk goods and services for departmental needs, not including travel expenses. All items purchased are the property of UNL.

The College of Engineering will determine who is eligible to apply, set appropriate spending limits, and monitor activity for appropriate use by identifying approvers and reconcilers. Any staff or faculty in the center are required to complete training prior to being granted a P-Card. All participants in the program must also assure that the card may not be shared or used for personal purchases. All Pcard holders must follow UNL Pcard policy found [here](http://accounting.unl.edu/PCard%20Policy%20-%20UNL%20Campus.pdf).

## Items Needed

* Purchasing Card (P-Card)
* Receipts for good or services purchased
* Purchasing Card: Transaction Voucher form
* Cost object or WBS number for billing purposes
* GL Account
* Pcard Training
* List of Prohibited items found [here.](http://accounting.unl.edu/Allowable%20-%20Prohibited%20items.pdf)

## Procedure

1. Receive an authorized request to make a purchase via e-mail or signed purchase request form (PRF).
2. Check eShop to determine if item is available. If item is not available in eShop, and requested item meets is allowable on a university P-Card, proceed with the purchase.
3. Keep all receipts and or/documentation.
   1. Thermal receipts tend to fade over time, make a copy of the receipt and submit both copies to the College of Engineering.
4. If authorized request was made by email and department requires a PRF, fill out a Purchasing Card: Transaction Voucher form, found [here](https://sapphire.nebraska.edu/gm/folder-1.11.10848?mode=EU).
5. Print the form, if applicable.
6. Sign where it says Cardholder signature, if department requires.
7. Include supporting documentation stapled (or uploaded/scanned) together in the following order:
   1. Transaction Voucher
   2. Invoice
   3. Receiving documents (packing slip) if possible
   4. Request document (email or requisition)
   5. No tax
   6. Business purpose
8. Send the completed form and supporting documentation to the College of Engineering (114 Othmer) for reconciliation. The form and supporting documentation should be delivered to the College of Engineering within ten working days to allow the charge to be reconciled within a two week period.

## Definitions