Is the item allowed under P-card policy?

If yes:

Is the purchase for supply type items?

If no:

Is the purchase related to facilities and related equipment?

If no:

Does the purchase meet the definition of unplanned, non-routine or urgent?

If yes:

Does the purchase meet the definition of unplanned or non-routine?

If yes:

What is the dollar value of the transaction?

If $0.00 to $999.99:

Pre-approval is not required.
Proceed with the purchase. Remember you cannot exceed your Pcard Single Transaction Limit without Procurement, OPB/SPD approval. Documentation should be included with pcard files that explain the relationship to facilities and related equipment.

If $1,000.00 to $4,999.99:

Pre-approval is required

If no:

STOP and determine if there is another method to make the purchase or contact Procurement to discuss your need.

If yes:

What is the dollar value of the transaction?

If no:

Is the purchase for supply type items?

If yes:

Is the purchase related to facilities and related equipment?

If no:

Does the purchase meet the definition of unplanned, non-routine or urgent?

If yes:

Does the purchase meet the definition of unplanned or non-routine?

If yes:

What is the dollar value of the transaction?

If $0.00 to $999.99:

Pre-approval is not required.
Proceed with the purchase. Remember you cannot exceed your Pcard Single Transaction Limit without Procurement, OPB/SPD approval. Documentation should be included with pcard files that explain the relationship to facilities and related equipment.

If $1,000.00 to $4,999.99:

Pre-approval is required

If no:

STOP and determine if there is another method to make the purchase or contact Procurement to discuss your need.

SPECIAL APPROVAL
“FACILITIES” CARDS ONLY
(Not applicable to FMD Athens cardholders)

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