This approval includes library archival, repair and preservation materials.

Is the item allowed under P-card policy?

Yes

Is the purchase for supply type items?

Yes

Does the purchase for the items meet the definition of unplanned or urgent?

Yes

What is the dollar value of the transaction?

$.00 to $999.99

Pre-approval is not required

$1,000.00 to $4,999.99

Pre-approval is required

No

Is the purchase for library archival, repair and preservation materials?

Yes

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

Yes

Pre-approval is not required.

You have been granted an exception regardless of dollar value. Proceed with the purchase. Remember that you cannot exceed your P-card Single Transaction Limit unless you have approval from UGA Procurement, SPD/OPB. Documentation should be included with pcard files that explains how the purchase is covered by the Special approval, and the determination of non-routine or unplanned. Additionally, explain why the purchase was not considered a supply type item.

No

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