Is the item allowed under P-card policy?

Yes

Is the purchase for supply type items or items needed for the day to day operation of the department?

No

Is the purchase required by the University Police Department to ensure the safety of students, faculty, staff, general public and State property?

Yes

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

No

What is the dollar value of the transaction?

Yes

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

No

$0.00 to $999.99

Pre-approval is required

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 safety determination.

$1,000.00 to $4,999.99

Pre-approval is required

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

No

Yes

No