Is the item allowed under P-card policy?

Yes

Is the purchase for routine supply type items required to run the day to day operations of the department?

No

Is the purchase for items related to research projects?

Yes

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

No

What is the dollar value of the transaction?

Yes

Pre-approval is not required

No

Pre-approval is required

Pre-approval is not required.
You have been granted an exception for research projects 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. Documentation should be included with pcard files that explains the relationship to a research project.

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