The Special Approval includes student travel and foods/meals for student groups/events/activities as allowed under Pcard policy, specialty supply items and supplies for these events/activities.

**SPECIAL APPROVAL**

**“STUDENT EVENTS/ACTIVITIES”**
**CARDS ONLY**

1. **Is the item allowed under P-card policy?**
   - Yes
   - No

2. **Is the purchase for a University approved student event/activity?**
   - Yes
   - No

3. **Does the purchase meet the definition of unplanned or non-routine?**
   - Yes
   - No

4. **Does the purchase meet the definition of unplanned, non-routine or urgent?**
   - Yes
   - No

5. **What is the dollar value of the transaction?**
   - $0.00 to $999.99
   - $1,000.00 to $4,999.99

   - **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 support the purchase is for a student event or activity.

   - **Pre-approval is required**

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