SPECIAL APPROVAL FOR “STUDENT/STUDY ABROAD TRAVEL” CARDS

Is the item allowed under P-card policy?

Yes

Is the purchase for routine 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 directly tied to approved student travel or a study abroad program?

Yes

Pre-approval is not required.

You have been granted an exception for “approved student travel” including study abroad programs 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 tie to approved student travel or a study abroad program.

No

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

No