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? (e.g. stocked or inventoried items)

Yes

Is the purchase required to meet the mission of the VTH or the UHC?

No

Is 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

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 the relationship to the mission of VTH or the UHC and why the purchase was not considered a routine supply type item required to run the day to day operations of VTH/UHC.

No

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