

Benefits of having an Individual P-card

Here are a few benefits of a department purchase card:

- Streamlines the process-you may place orders yourself, no forms to fill out
- Procure goods in a timely manner-place the order at your convenience, no delays
- Reduces transaction costs-avoids multiple people and departments involved in order processing
- Deal directly with the vendor
- Vendors also benefit by receiving payment immediately, vs invoicing & approvals

Attached or via the link is an application form for your convenience. Once completed, please send it to brahn@ku.edu for processing of the application with Bank of America.

There are four options available for the on-going purchases of items (goods) not requiring a requisition in SAP, i.e., a total purchase of <\$1,500.00. P-cards can be used for goods purchases only, not services. We recommend option #1.

The Procurement Department's credit card is meant to be used as an "immediate need" one-time only card for departments to make eligible University purchases , but not intended for on-going purchase needs.

1. Individual in a department will submit an ESU/KU Purchase Card Application for a PCard as Procurement's PCard is for emergencies only (as outlined in PA State Procurement Policy)

Link to Application Form: <http://www2.kutztown.edu/about-ku/administrative-offices/procurement-services/for-staff-and-faculty/forms.htm>

Link to Purchase Card Policies & Procedures:
<http://www2.kutztown.edu/about-ku/administrative-offices/procurement-services/for-staff-and-faculty/commerical-credit-card-program.htm>

Link to PA State Procurement Policy:
<http://www.dgs.pa.gov/Documents/Procurement%20Forms/Handbook/Pt2/Pt%20II%20Ch%2006%20Emergency%20Procurements.pdf>

2. "Direct Bill" – Dept. places order direct with vendor and requests vendor to send an invoice to department for approval signature(s) and coding; then dept. forwards invoice to A/P for processing

3. SAP – if the Vendor/Supplier does not allow "Direct Bill" and will accept PO's. Requires department to submit a requisition, funds checking, approval through release strategies.

4. Purchase as a "Personal Charge", and submit request for reimbursement.

If the dept. chooses not to have individual(s) apply for PCard(s), only options 2-4 are available for purchases. Procurement will not process additional/on-going routine purchase requests against the Procurement Department's P-card.