PCard Purchases
Policy and Procedure
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PCard Purchases
Policy and Procedure

Policy: An approved request form must be used for all PCard purchases.

Purpose: The PCard Purchases policy and procedure are intended:

- To ensure any PCard expenditure has been approved
- To ensure that PCard expenditures are valid OUCN expenses.

Scope: Assistant Dean of Finance and Administration, Supervisors, Finance
PCard Purchases Procedure

1. Typically there are two cardholders in the College of Nursing Finance department who will make purchases in compliance with the University of Oklahoma PCard policy and the University of Oklahoma small dollar policy for purchases that do not require a requisition.
2. Payments are also made on the university purchasing card for common monthly reoccurring expenditures such as cell phones, pagers and PikePass charges.
3. All purchases are approved by either the requestor’s supervisor or the Associate Dean for Finance on the request form found in Attachment 1.
4. The vendor name should be on the form and purchase should be completed.
5. The requestor should retain a copy of the request form to be used when reconciling monthly charges.
6. A copy of the request form should accompany the invoice from the vendor.
7. The University of Oklahoma Small Dollar Policy:
   [link](http://www.ou.edu/purchasing/policies/small.html)
8. The University of Oklahoma PCard Policy and Guidelines:
   [link](http://www.ou.edu/purchasing/pcard/pcard_policy.html)
   [link](http://www.ou.edu/purchasing/pcard/pcard_guide.html)

Attachment 1 – Purchase Request Form

Revision History

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<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Joe Brenner</td>
<td>Assistant Dean of Finance and Administration</td>
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| 1.0      | 4/8/2014       | Reviewed and no changes needed.  
Updated logo 10/13/2015 | Sandra Fix | Assistant Dean of Finance and Administration |