**Procedure for PCard Use**

- Prior to any purchase, a **Purchase Request Form (PRF)** must be completed and approved (please see instructions on accurately filling out a PRF). This PRF must include all specific requested expenditures to be purchased with the PCard and be submitted for approval a minimum of 1 week prior to purchase. As some expenditures may require a more lengthy process for approval, please allow adequate time when making your request.

- Completed PRF is to be submitted to the PCard holder for a date and time approval of use. Pcard is only to be checked out to requestor for a period of 24 hours. Requester must return the Pcard and all original receipts/paperwork within the 24 hour allotted time frame.

- Upon receipt and obtainment of the PCard, a **Delegation Usage Form**, completed by the PCard holder will be submitted to the requestor. This authorization form must be signed by the requestor prior to PCard use. This form will grant the requester authorized usage of the PCard when purchasing expenditures.

- Requestor must abide by all ASU policies and procedures when making purchases with the PCard. This includes awareness of restricted purchases listed on the Delegation Usage Form, as well as abstaining from any personal use or purchases with the PCard. Please refer to [http://www.asu.edu/purchasing/forms/restrictlist.pdf](http://www.asu.edu/purchasing/forms/restrictlist.pdf) for a specific list of restricted purchases. Any abuse or misuse of the Pcard by the user will result in discontinued use and access of the PCard. Some violations, depending upon the severity of the charge, may result in personnel action.

- Once expenditures have been purchased, all original receipts must be given to the PCard holder. If food of any kind is purchased, a **Business Meals Form** must accompany the receipts (please refer to instructions on completing a BMF).

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