P-Card Reminders of Do’s and Don’ts

Do:

• Follow the list of acceptable uses found in the P-Card Procedure Manual
• Keep all documentation relevant to each purchase
• Review and sign your statement
• Provide applicable receipts and give to your supervisor each month
• State the business purpose of the expense on the receipt
• Keep up with changes to the P-Card policy and procedure
• Remember that every transaction saves the University approximately $80 in processing costs when done correctly

Don’t:

• Don’t forget that business meals require thorough explanation of business purpose and names of each attendees if less than ten
• Don’t forget that an itemized (not just summary) receipt is needed for a meal
• Don’t use a P-Card to put gas in your personal car
• Don’t charge an airline ticket on your P-Card
• Don’t send your colleague a birthday, new birth, or anniversary bouquet or gift with your P-Card
• Don’t buy alcohol with your P-Card without prior Emory Procurement approval
• Don’t buy your individual or family meals with your P-Card
• Don’t put anything on a P-Card that should be put on a PO in Emory Express
• Don’t split your single purchase transactions into multiple charges