Agency P-Card Purchases

In order to make a purchase using the Agency P-Card, the following steps must be taken. Adhering to the procedures will allow for a more efficient transaction time. Prior to processing the request, please make sure your Agency Account Approval Form is up-to-date with the proper authorized signatures. Only authorized personnel are allowed to approve Agency P-Card purchases.

- If applicable, all purchases for Gifts/Prizes/Awards must have prior approval from the Controller's Office. The Reporting Form for Gifts/Prizes/Awards must be signed by the recipient and returned to the Accounting Office. A copy of the pre-approval form must be attached with all other documents.
- Also, if applicable, all items containing any type of Agency or ATU logo, must be pre-approved through Robohead, and a copy of the approval attached with all other documents.
- Complete *P-Card Order Request* form, include all required information on the form
    - Department Name
    - Contact name and phone number
    - Shipping address
    - Agency Fund and Account number
    - Vendor name, website, & phone number
    - Username and Password
    - Description of items, quantity, price, shipping & handling, tax, and total
    - Purpose of the order
    - Requested by: Authorized Signature
    - Approved by: Authorized Personnel Signature
- Attach supporting documentation
    - Supporting documentation must be attached to the request form, all documents must list the items & purchase amounts.
- Obtain Agency funding approval from the Accounting Office, Browning Hall – 312.
- Purchase is then completed by the P-Card holder.

Please make sure that all information is filled out, signed by authorized persons, & supporting documentation is attached, including any pre-approval forms listed above, before delivering to the Accounting Office for funding approval. All incomplete requests will delay the process.

All complete documents can be emailed to accting@atu.edu in Accounting for funding approval, Accounting will then forward the request to the P-Card holder to pay for the requested items. All on-line purchases processed in this manner must have the requesters username and password to the web-site, and all items must be placed in the web-site's cart and be ready for payment.

Additional information and forms are located at www.atu.edu/controller.