“How to Process ...”

Purchasing Card Payments

This procedure is for processing payments on the University Purchasing Card (P-Card). Grants & Contracts funds can **NOT** be used on the P-Card.

For each charge on the statement of account:

- Review the invoice/receipt received from the vendor
  - Verify that you have received the goods/services and that the amount of the invoice is correct.
  - Attach all of the invoices/receipts to your Statement of Account and submit to Payment Services by the 20th of the month. Remember to attach any supporting documentation with the appropriate invoice/receipt (i.e. waivers, documentation for membership, etc.).
  - P-Card statement must be signed by the cardholder and trained reviewer

- If the funding source needs to be changed from the default funding source on your P-Card, see the [Procurement & Payment Services website](#) for instructions using PaymentNet to reallocate your charge.

To reallocate your P-Card charges to a Grants & Contracts fund, see the instructions on the [Grants & Contracts Administration](#) webpage.