

Purchasing Card Info Sheet

Accounting Services – Stop 8356 – 777-2771

- Statement of Account - Due 20th of the following month
 - Original Statement of Account
 - Original supporting documentation for all charges
 - (Ex. Invoice, receipt, waiver approval email, Airline/Amtrak Ticket Detail Form, Trademark Use Request Form, etc.)

Purchasing Office – Stop 8381 – 777-2681

- Apply for Purchasing Card or cancel Purchasing Card
- Purchasing Card Manual
 - List of restricted purchases
 - List of allowable purchases
- Request a waiver for restricted purchases
 - Obtain approval prior to purchase
 - Include Purchasing approval email with P-Card Statement.
- Purchasing Card Calendar
 - Deadlines for Reallocating P-Card transactions in PaymentNet
 - Due Dates for Statement of Account and supporting documentation
- PaymentNet
 - Reallocating Purchases Not related to Grants/Sponsored Projects
 - Printing Statement of Account

Grants & Contracts – Stop 7306 – 777-4151

- Purchasing Card Reallocation Packet for Grants/Sponsored Projects (in order)
 - 1. Original **Journal Voucher**. For more than five lines, attach additional Journal Voucher forms as necessary.
 - a. Run query NDU_AP67_VCHR_BY_VNDR_CF in PeopleSoft to obtain Vendor ID, Vendor Name, and Related Voucher #.
 - b. Justification on the Journal Voucher form may state “Please see P-Card Justification form” as this information is required on the P-Card Justification form.
 - 2. Original P-Card Justification Form
 - 3. Copy of PaymentNet Statement of Account **** Do NOT send originals.**
 - 4. Copy of all supporting documentation **** Do NOT send originals.**
 - a. (Ex. Invoice, receipt, waiver approval email, Airline/Amtrak Ticket Detail Form, Trademark Use Request Form, etc.)
 - Submit completed packet to Accounting Services at Stop 8356.

Each JV form should only contain one Voucher number/Document ID number. Please complete additional PCard Reallocation packets for each Voucher number/Document ID.

All Grant and Contract forms may be found on the [Grants Management](#) website.