



Pay by P-Card

Select this option if your club/organization would like to use the USG Business Office purchasing card (credit card). In most cases, payment will be given directly to the vendor over the phone or online.

Review the specific guidelines for purchasing food on the Spending Guidelines webpage.

The PCard cannot be used for the following:

- International purchases
- Subscriptions
- Vendors listed on [page 4](#)
- Vendors that don't provide proof of payment on receipts (last four of card number used)

These will only be processed as reimbursement.

This document has the following information:

1. Using the P-Card In-Store (page 2)
2. Using the P-Card Online (page 3)
3. Create Purchase Request (page 4-6)
4. The Delegation to Use Purchasing Card form to review for In-Store purchases (page 7)

In-Store

1. Create purchase request at least one week before you need to use the P-Card
 - Upload a list of items you wish to purchase and from where
 - Include the date and time you want to schedule a P-Card appointment
2. The USG Business Office will reach out to you via phone to schedule an appointment to check out the P-Card
3. Check-out: A 'Delegation to Use Purchasing Card' form will be ready for you to sign
4. Check-in: The USG Business Office will need to keep the original receipt. Be sure the receipt is itemized and shows
 - The vendor information
 - Date of purchase
 - Proof of payment (such as the last four digits of card number used)
5. The USG Business Office will 'Approve' your purchase request once all documentation is received and complete

P-Card appointments are one hour long

Monday through Friday, 9am to 4pm

The Requestor is solely responsible from check-out to check-in

Allowing another individual to use the P-Card will result in your club/organization being prohibited from using the card for a minimum of one semester

Failure to follow these instructions will result in suspended P-Card privileges

Online

1. Set up a club account on the vendor's website and load the cart with the items you wish to purchase

- Keep in mind that it takes our office about a week to process your request before a payment can be made
- Keep in mind the time it may take the vendor to receive the order
- Keep in mind the shipping times

2. Create purchase request in SunDevilSync

- Upload the list of items saved in your cart
- Include the website address, your account username/password and your shipping address
- Include a note if you want the tracking information to be sent to you once purchased

3. The USG Business Office will make the purchase online for you and gather all needed documentation from the vendor directly

4. The USG Business Office will 'Approve' your purchase request once all documentation is received and complete

The P-Card cannot be used at the following vendors

- Amazon
- Groupon
- Global Industrial
- Domino's Pizza
- FedEx
- Kinkos
- StickerYou
- StickerApp
- Printer's Studio
- Canon
- UPrinting.com
- Monday.com

The P-Card can only be used in store at the following vendors

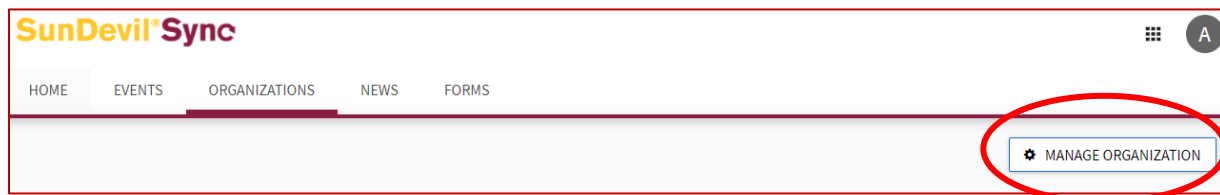
- Staples
- Target
- Walmart
- Party City
- Barnes and Noble
- Office Max

This list is subject to change and the USG Business Office will let you know if the P-Card cannot be used at your chosen vendor

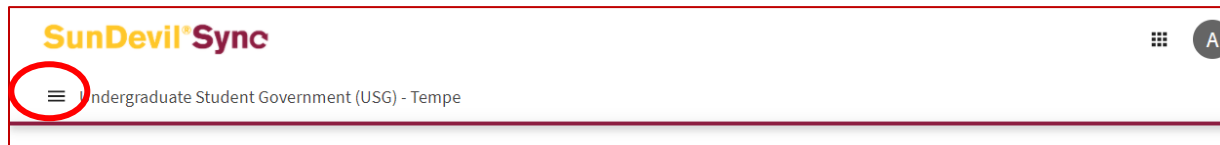
Create Purchase Request

Navigate to your club/organization's SunDevilSync portal and follow the steps below:

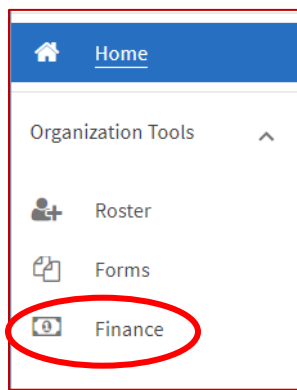
From your portal's page, select "Manage Organization"



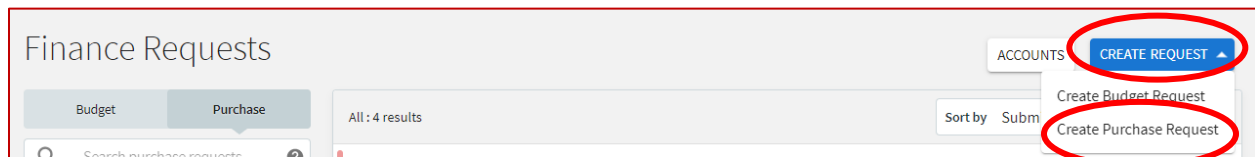
Select the symbol with 3 horizontal lines in the top left



Select "Finance"



Select "Create Request", and then select "Create Purchase Request".



Select “Populate from Budget”

Create Purchase Request

Request Details

POPULATE FROM BUDGET

Your budget requests will appear. Choose the correct one for this purchase. Then your budget lines under that specific budget will appear. Choose the correct one for this purchase. This will be helpful when figuring out how much funds is left in each budget line

***Subject**

Include your organization’s campus location (TEMPE) and what is being purchased

***Subject**

TEMPE - Stickers (pay on website)

If purchase is from an Event Budget, include the event date

***Subject**

TEMPE - Splash Bash Event 01/31/2020 - Food (Pay In-Store)

Description

Include information such as specific approvals received for this expense, if needed.

***Requested Amount**

***Categories** ***Account**

SELECT...

***Requested Amount**

Estimated cost or budget amount, whichever is lower

***Categories**

Select “Event Funding” if for an expense from your event funding budget

Select “Club Operation Funding” if for an expense from your club operation funding budget

***Account**

Select your club account. If no account shows, email the usg@asu.edu

Payee Information		
First Name	Last Name	
Vendor Name		
Street		
Vendor Address		
Street Continued (Optional)		
Vendor email and/or phone number		
City	State/Province	ZIP/Postal Code

Payee Information

First Name will be the vendor name, Last Name can be blank

Include mailing address, email and phone number if available

Select “USG Tempe”

* Which government has awarded funding for this expense?

- USG Downtown
- USG Poly
- USG Tempe
- USG West
- GPSA
- Thunderbird
- Have not yet been awarded funding

If your student organization has NOT received funding yet, please discard your Purchase Request and submit a Budget Request instead.

Requestor Information

This is the person who is submitting the purchase request - Must be a top three officer of your club shown on your SunDevilSync Profile

* Requestor Name
<input type="text"/>
* Requestor Phone Number
<input type="text"/>
* Requestor ASU Email Address
<input type="text"/>

List of Items Purchased

Include a list of all items purchased

* List of Items Purchased
<input type="text"/>

Public Purpose

View the [How To Write A Public Purpose](#) Guide - This is very important! If not written well, we will ask you to rewrite it.

* Public Purpose Statement
The public purpose should explain how the purchase will benefit the ASU community. Please refer to our "How to Write a Public Purpose" guide for assistance. A public purpose statement is not an explanation of what was purchased and is also not a description of your event.
<input type="text"/>

Select "Pay by P-Card"

* This is a request to
<input type="radio"/> process a reimbursement
<input checked="" type="radio"/> pay by p-card
<input type="radio"/> pay an invoice

Reimbursee Type

Skip

Reimbursee Information

Skip

* Receipt or Invoice Upload

—

UPLOAD FILE

Upload Document

A list of the items you wish to purchase and from where

Business Meals Form Upload (if necessary)

—

UPLOAD FILE

Upload Additional Documentation

Upload a Business Meals Form and Attendance List if requesting to purchase food

Submit Request

An automatic email might be sent by SunDevilSync to your adviser asking to review the request, they can review it but nothing needs to be done on their end

Your finance purchase request was submitted successfully.

Your purchase request, ~~Thursday Gathering February 16 Session~~, will be reviewed and you will receive a message once it has been processed.

[View Purchase Request](#)

No need to change the stage,
this request will be sent directly to the USG Business Office.

Delegation to Use Purchasing Card



Delegation to Use Purchasing Card

To: Name of Vendor
 Date: Date of P-Card Appointment

The individual(s) listed below is (are) hereby delegated permission to use the ASU Purchasing Card issued to me and ending in the last four digits of _____, not to exceed \$ _____ in total purchases.

The purchasing card MAY NOT be used for certain purchases, including, but not limited to the following:

- | | |
|--|--|
| <ul style="list-style-type: none"> - Any Tuition Payments to ASU - Alcoholic Beverages - ASU Foundation Payments (conference fees OK) - ASU Sun Card Payments - Animals - Car Rentals (while on travel status and only if driver has documented driver safety training per EHS 119) - Cash Advances - Construction related activities - Copiers - Employee Moving Expenses (except direct payments to moving companies) - Firearms, Ammunition & Explosives - Floor Coverings, Furniture or Window Coverings (except with prior approval from Liz Chandler in Furnishing Svcs Group) - Flowers or Live Plants - Fuel for University Vehicles - Gases (except Helium from Walmart, Party City, Target, etc.) - Gifts, Contributions, Donations - Gift Cards of any kind - Hotels & Lodging while in travel status or to hold a hotel room | <ul style="list-style-type: none"> - Internet Charges - Transactions >\$25,000 (without Purchasing/Fin Svcs approval) - Legal Fees - Loans & Advances - Material prohibited by State or Federal law - Medical, Health-Related Services; Narcotics & all Drugs - Paint (for any construction purpose) - Personal Purchases - Postage - Print Work > \$5,000 without advance buyer approval - Printing of Merchandise with the ASU Logo without approval from Trademark Management - Printing of merchandise with ASU Logo or Word Mark, excluding merchandise that does not adhere to ASU Graphic Standards - Printing of Department Letterhead, Business Cards, Envelopes - Radioactive Materials - Rare & Precious Metals - Some Travel (e.g. certain expenses such as baggage fees, car rentals, food & lodging, while in travel status) - UPS Store Purchases (UPS shipping not purchased from the UPS Store is allowable) |
|--|--|

- Food and bottled water may only be purchased using a P-Card tied to a local account
- Itemized receipts are required
- Business Meals form must be submitted with itemized receipt for food purchases
- Gratuities should be around 15% of the total meal, nonalcoholic beverages and tax
- Gratuities may not exceed 18% under any circumstance
- Gratuities may not exceed 10% on delivery orders
- No gratuities on pickup or carryout orders

Designees (by signing this form each designee acknowledges that he/she will follow University & EOSS policy and that he/she will not purchase prohibited items. Additionally, he/she will personally reimburse ASU for any prohibited items or over tipped amounts):

Name of Requestor

Print Name

Signature of Requestor

Signature

I understand that I am personally responsible for any charges made on this card. If I may answer any questions, please call me at 480-965-3161

Print Cardholder Name

Signature