



### **2.10 Purchasing Card Purchases**

The University has an established purchasing card (p-card) program that allows departmental users to obtain a University credit card that can be used to make purchases outside of the normal 49er Mart purchase order process. The p-card can be used when a vendor will not accept a purchase order and/or requires payment prior to shipping the desired products; services cannot be purchased on a p-card due to additional contract requirements generally associated with services. The p-card can also be used to make emergency or after-hours purchases when it is not possible to obtain a purchase order through the 49er Mart system. The p-card is the preferred purchasing method for subscriptions, advertisements, and business travel requirements. Please note that in order to procure food or beverages with the p-card, the cardholder must have the Hospitality Profile enabled on their account.

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