

## **Benefits of having an Individual PCard**

Here are a few benefits of a department purchase card:

- Streamlines the process-you may place orders yourself, no forms to fill out
- Procure goods in a timely manner-place the order at your convenience, no delays
- Reduces transaction costs-avoids multiple people and departments involved in order processing
- Deal directly with the vendor with 'desktop delivery'
- Vendors also benefit by receiving payment immediately, vs invoicing & approvals

Attached or via the link is an application form for your convenience. Once completed, please send it to [vink@kutztown.edu](mailto:vink@kutztown.edu) for processing of the application with Bank of America.

There are four options available for the on-going purchases of items (goods) not requiring a requisition in ARIBA, i.e., a total purchase of <\$5,000.00, quote/proposal does not include terms. PCards can be used for goods purchases only, not services. We recommend option #1.

1. Individual in a department will submit an ESU/KU Purchase Card Application for a PCard.

- [Application Form](#)
- [PCard Policies, Procedures, and other forms](#)
- [PA State Procurement Policy](#)

2. "Direct Bill" - Dept. places order direct with vendor and requests vendor to send an invoice to department for approval signature(s) and coding; then dept. forwards invoice to A/P for processing. Quote, proposal, or invoice cannot contain terms.

3. ARIBA - if the Vendor/Supplier does not allow "Direct Bill" and will accept PO's. Requires department to submit a requisition, funds checking, approval through release strategies.

4. Purchase as a "Personal Charge", and submit request for reimbursement.

If the dept. chooses not to have individual(s) apply for PCard(s), only options 2 through 4 are available for purchases.