

### **For PCard Use**

For contract review and signing where the vendor will be paid using departmental P-Card, proceed as below:

Submit a requisition for **\$ 0.00**

- Leave the vendor name field blank or select GW PROCUREMENT FOR P-CARD CONTRACTS ONLY (vendor id# 449074)
- Choose **“Goods”** for the requisition Line Type even if the request is for services – this is applicable for \$0 contract review requisition only
- In requisition line description space – put “requisition is for a contract review only. Payment to be made by PCard” and state the funding source (University, federal or non-federal sponsored funds)
- Together with the contract/agreement draft for review, attach supporting documents according to the procurement guideline matrix (see link below); examples: Quotes/Proposals and COI, etc.
- Depending on the funding source and the dollar threshold per the matrix, attach justification and approval (J&A for federal funds) or supplier selection memo (SSM for non-federal fund) form if applicable unless exempt from Procurement action or it was sourced through full and open competition by Procurement
- Include point of contact for the vendor (name and email address) so contracts edits or/and the signed contract can be forwarded

### **Procurement Guidelines Matrix under Miscellaneous**

<https://procurement.gwu.edu/forms>

GW PROCUREMENT FOR P-CARD CONTRACTS ONLY—449074

**Note:** Remember to attach the fully executed contract to all expense reports associated with this contract in Concur.