



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Executive Director, Procurement and
Travel Services
Responsible Office: Procurement and
Travel Services Department
Origination Date: March 1, 1998
Last Amended Date: May 22, 2015

PROCUREMENT CARD (P-CARD) POLICY

Policy Statement

It is the policy of the university that the purchase of commonly ordered items should be made using the established agreements offered through the [iBuy+](#) eProcurement system. If the [iBuy+](#) system cannot be used for a given purchase of \$3,000 or less because the item(s) to be purchased are not available through [iBuy+](#), the Procurement Card (P-Card) may be used, subject to the restrictions in this policy. Any procurement with special purchasing restrictions must be ordered through the Procurement Department on a purchase order and recorded through the Enterprise Accounting System (EAS).

Reason for Policy/Purpose

This policy provides basic guidance and information for the university's [Procurement Card \(P-Card\) Program](#). The policy identifies what can be purchased with a P-Card and who can use the P-Card. For more detailed information on P-Card procedures, please refer to the [Procurement Card website](#).

Who Needs to Know This Policy

Faculty and staff

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Policy/Procedures

The [iBuy+](#) system is the university’s preferred purchasing method. If [iBuy+](#) cannot be used for a given purchase of \$3,000 or less because the item(s) to be purchased are not available through [iBuy+](#), the Procurement Card (P-Card) may be used, subject to the restrictions below. Review the [Procurement Card \(P-Card\) Program](#) for detailed P-Card policies and procedures.

1. Procurement Card Description and Use

The P-Card is a corporate liability procurement card that looks like a traditional credit card and is used in a similar manner, but with the university as the cardholder. The P-Card is simply a procurement and payment method and does not change or modify any existing Procurement Department policy concerning preferred vendors, restricted purchases, competition, and documentation requirements, etc. A P-Card may be used to purchase any authorized goods or services for the university **except** the following:

- i. Anything for personal use or non-university purposes.
- ii. Any order that exceeds the \$3,000 Single Transaction Limit. A transaction may consist of one or many items. Splitting a large order into multiple transactions each less than \$3,000 is prohibited. However, transactions greater than \$3,000 may be allowed if preapproved in writing by Finance Directors, Deans or Associate Vice Presidents. A single transaction exceeding \$25,000 will require a Justification and Approval Form bearing Procurement’s signature to ensure that competitive requirements are met. Refer to the university’s [Procurement Manual](#) for additional information about the Justification and Approval Form and thresholds for competition.
- iii. Services rendered by an individual because of the Workers Classification Form requirement and/or the potential for tax reporting requirements.
- iv. Gasoline for personal vehicles.
- v. Hazardous chemicals (contact Environmental Health & Safety or the Office of Lab Safety and Compliance).
- vi. Laboratory Animal orders placed by anyone other than the Animal Research Facility.
- vii. Professional Services unless the P-Card is being used as the payment method to satisfy a previously executed contract. When the services are paid by the P-Card, a copy of the executed contract with the receipt and invoice must be attached to the expense report.

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- viii. Prizes, awards, and gift certificates, such as gift cards and cash equivalents (GWorld debit cards) unless approved in advance in writing by the Associate Vice President for Financial Management – Schools or the Assistant Vice President for Financial Management – Divisions. The advance approval must be in writing (email) and the approval document must be submitted with the expense report as an additional receipt related to the transaction. If the purchase is federally funded and greater than \$3,000, then a Justification and Approval Form, executed by Procurement, must be included as part of the documentation for the purchase. [Guidance for requests to purchase gift cards](#) is located on the Accounts Payable website.
- ix. Radioactive materials unless ordered by the Radiation Safety Office.
- x. Special Occasion Items for specific individuals (flowers, fruit baskets, candy, balloons, etc.), unless approved in advance by a Vice President, Dean or Associate Vice President. The approval document must be submitted with the expense report as an additional receipt related to the transaction.
- xi. Any purchase prohibited by another university policy.

2. Procurement Card Eligibility

Any GW employee with written approval from their Finance Director is eligible to have a P-Card, provided they have received training and have a supervisor, Department Head, or Card Administrator who reviews and approves expenditures. Utilize the [P-Card Program Enrollment Form](#) to obtain a P-Card.

3. Procurement Card Restrictions

P-Cards are individual, not departmental, procurement cards. Therefore, P-Cards cannot be transferred from one employee to another. Any employee who needs a P-Card must apply for his or her own card.

P-Card activities are monitored to make sure that unauthorized goods and services are not purchased. P-Cards used to purchase items that are not allowed will be cancelled. Anyone who makes unauthorized purchases or uses the P-Card in an inappropriate manner is subject to disciplinary action, including possible termination of employment, criminal prosecution, repayment of unauthorized or inappropriate purchases, and any collection costs or attorneys' fees incurred as a result thereof.

Splitting a single transaction into multiple payments to circumvent the single purchase limit is strictly prohibited. A violation may result in card suspension.

Using the P-Card for personal purchases is prohibited. Repetitive use for such purchases may result in card suspension or revocation.

P-Cards that are lost or stolen must be reported immediately to the bank issuing the card. Please consult the [Procurement Card website](#) for contact information.

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Failure to properly follow and comply with the P-Card policy and related procedures will result in cancellation of the P-Card and may result in disciplinary action up to and including termination of employment or enrollment.

Upon termination of employment, whether voluntary or involuntary, the P-card must be immediately returned to the university.

Forms

[Gift Card Purchase Request Form](#)

[P-Card Program Enrollment Form](#)

Website Address

[GW University Policies](#)

Contacts

Subject	Contact	Phone	Email
Questions	Procurement Department	(202) 994-2500	procure@gwu.edu

Related Information

[iBuy+](#)

[GW Procurement Manual](#)

[Procurement Policy](#)

[Procurement Card \(P-Card\) Program](#)

[Anti-Money Laundering Policy](#)

[Financial Management Responsibility Policy](#)

[Personal Purchases Policy](#)

[Reporting Financial Irregularities Policy](#)

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

History/Revision Dates

Origination Date: March 1, 1998

Last Amended Date: May 22, 2015

Next Review Date: May 31, 2016