

Purchasing Card Authorization Form

PSU ID Number:	
Name:	
Office Address:	
Email:	

Cardholder Purchase Limits:	Goods & Services	Travel
Transaction Limit:	\$3,000	\$3,000
Cycle Limit (30 day cycle):	\$18,000	\$12,000

Your limits may be less than amounts listed above if the faculty advisor requests

ADVISOR SIGNATURE: _____

IMPORTANT NOTES

*Before requesting a card you are required to take and pass the PCARD Quiz
<https://purchasing.psu.edu/purchasing-card>

Our business area is 1640

Take both Goods & Services and Travel

MatSE Purchasing Card Policy & Deadline

1. Cardholder makes purchase
 - a. NOTE – Shop OnLion is the preferred PSU supplier. If you cannot find the item on Shop OnLion you can then search other supplies like Amazon. If you continue to use Amazon and not Shop OnLion the financial office will be asking to provide proof that the item was not available on Shop OnLion.
2. Cardholder completes [purchasing card support form](#) (Please make sure the IO and the 5Ws are on each form.)
3. Cardholder uploads the form (clean pdf preferred so staff can copy and paste the 5W's into the report) and receipt into SAP Concur and emails pcards@matse.psu.edu so staff can process the report.
4. Financial staff process the e report and once completed SAP Concur sends email to cardholder that report is ready for them to review and submit.
5. Cardholder submits the report and the report goes to adviser and financial staff to approve.
6. Cardholders should check on their report to make sure it is going through approval process in a timely manner. If the report is with their adviser, they should reach out to remind them to approve.

Consequences: If the correct and completed paperwork is not submitted to finance staff within 21 days, the cardholder will receive a warning. After three warnings the purchasing card will be suspended for 30 days.