## P-Card process checklist for each transaction

<table>
<thead>
<tr>
<th>Before purchase</th>
<th>Day card is charged</th>
<th>Day 1-5 after posting</th>
<th>Day 1-3 after reconciliation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request</strong></td>
<td></td>
<td><strong>Access &amp; Purchase</strong></td>
<td><strong>Reconciliation in Works</strong></td>
</tr>
<tr>
<td>□ Does the decision tree recommend using a P-Card for this purchase?</td>
<td>□ Make purchase using P-Card online, in-person, or over the phone</td>
<td>□ Submit info required to reconcile each transaction in Works</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Confirm item is not available in inventory and there is a legitimate business purpose (and is appropriate for grant contract, if applicable)</td>
<td>– Attach itemized receipt or itemized invoice (not a quote or packing list)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Is there budget available and has the budgetary authority provided an email or other documentation of approval?</td>
<td>– Input the full chart field string and click to select the chart field in the drop down</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Request a purchaser to make the purchase (if you are not a purchaser), providing the business purpose and funding information</td>
<td>– Confirm the purchase description (i.e., what you bought)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Immediately scan and upload the itemized receipt or itemized invoice to be stored in Works until transaction is posted or email it to your proxy reconciler (include budget approval documentation or email if needed)</td>
<td>□ Reconciler signoff in Works by selecting the transaction and clicking the <strong>Sign Off</strong> button</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Posting on Works ( ~2-3 days after the card is charged)</td>
<td>□ Approver signoff in Works by selecting the transaction and clicking the <strong>Sign Off</strong> button by the approval deadline</td>
</tr>
</tbody>
</table>

For more information: [https://finance.unc.edu/departments/strategic-sourcing-payment/procurement/](https://finance.unc.edu/departments/strategic-sourcing-payment/procurement/)
For more information on what is allowable and not allowable on P-Card, please visit: [https://unc.policystat.com/policy/5185205/latest/](https://unc.policystat.com/policy/5185205/latest/)

### Key allowable purchases
- Catering* from caterers or restaurants
- Conference registrations, professional membership dues and subscriptions
- Non-ePro supplies
- Utilities
- Advertising
- Rentals* (incl. bottled water)
- Uber/Lyft rides for subjects to & from clinics for Clinical Trials
- Student Travel (upon approval)

### Key non-allowable purchases
- In-restaurant dining
- Gift Certificates / Gift Cards
- Items available on ePro
- Purchases greater than $5,000
  - Splitting a transaction to be <$5000
- Alcohol / Tobacco
- Cash Advances
- Employee Travel
- Personal Items (including personal cellphones)

* All agreements & contracts must be submitted for review & approval to Purchasing Services on a requisition prior to the purchase being made