Purchasing Cards (aka P-Cards)

The purchasing card or P-card, is a Research Foundation Visa © card that is issued to purchase goods and services without having to process the purchase through a traditional purchasing procedure, such as using purchasing requisitions and purchase orders.

How Do I Get One?

- P-cards can be obtained by completing a Purchasing Card Application. The application can be found on the Research Foundation website at http://www.rfcuny.org/FilesDirectory/Finance/documentsPurchase%20Card%20Application.pdf.
- The amount available for use on a P-card is derived from project specific funds, typically, the Other Than Personnel Services (OTPS) budget categories. But the budget category must be more than $2,000.
- P-cards take approximately three weeks to be processed.

Who Can Have a P-Card?

- Most Research Foundation projects that have an OTPS budget of $2,000 or more can have a P-card. However, some projects have restrictions.
- The Principal Investigator, authorized signatory, or any member of the project’s staff authorized by the Principal Investigator may apply for a P-card.
- PSC-CUNY grants and other internal grants are not permitted to have P-cards.

What Do I Need to Know?

- If the cost of the item exceeds the balance on the card, the transaction cannot be completed.
- The balance available on the P-card is reduced by each purchase. It is not automatically increased.
- You may request replenishment of your P-card by contacting your Project Administrator.
- You must save all receipts charged to your P-card.

Remember

The P-card is a debit card and will not replenished, unless requested.
**WHAT DO I NEED TO KNOW? (CONTINUED)**

- You will receive a monthly statement from JP Morgan Chase that must be reconciled. All receipts are to be sent to the Research Foundation accounts payable department, along with the statement at that time.
- If your P-card is not consistently maintained in good standing, it will not be renewed or replenished.
- P-card transactions do not require a requisition/purchase order, small order form or payment request reimbursement.
- Items $5,000 and above must follow the formal bidding process.
- P-cards cannot be used to purchase flowers or alcoholic beverages.
- P-cards are project specific. You must have a separate P-card for each RF Number.
- The number of purchases is limited to 8 per day and the limit for any single transaction is $5,000.
- P-cards can be used for travel, conferences, workshops, seminars, dues and subscriptions, memberships for professional organizations, maintenance and repair services, food for project-related business meetings, books, videos, postage stamps, library supplies and research/training supplies, excluding hazardous materials or chemicals. These purchases can only be made if allowed by the grant.
- You cannot use a P-card to pay an individual or a consultant.
- The full amount of the P-card is encumbered on you grant budget, thereby immediately reducing your available balance.