



Rutgers Business School Newark & New Brunswick

PCard Request Form

Use of the RBS PCard is an exception to the preferred methods of procuring goods and services at Rutgers. Departments requesting use of the PCard shall complete and sign this form, including a justification/explanation as to the reason(s) why a purchase order or check request in RU Marketplace is not viable. This form is not to be used as a substitute for proper planning and adding the vendor to PaymentWorks. Despite the procurement method exception, the use of the PCard to purchase goods or services must comply with all other applicable Rutgers policies. Review the list of unallowable uses of the PCard before you complete this form. Email the completed form with support documentation to Nicole McCray, nicole@business.rutgers.edu.

Unit/Department Name: _____

Requestor Name: _____

Requestor Phone #: _____

Requestor Email Address: _____

Amount: _____

Supplier Name: _____

Supplier Contact Name: _____

Supplier Phone #: _____

Supplier Address: _____

Web Address: _____

Description and Business Purpose

Justification to use PCard (include additional support documents, if necessary)

Frequency of Payment (check one box): One-Time Payment Monthly Other (detail): _____

Account Information:

Unit Division Organization Location FundType BusinessLine Project# Task#

Signature of Requestor Date

For Dean's Office Internal Use Only Approved By:

Signature of Approver (Name and Title) Date

ALLOWABLE USES OF THE RBS PCARD

The PCard is intended to be used to facilitate and support different types of financial transactions.

The PCard facilitates the purchase of goods or services to support a University business unit, center, program, work group, or organization. The PCard should be used to procure goods or services (typically less than \$2,500) that **cannot be purchased from contract suppliers and punch out suppliers in RU Marketplace.**

The following are common examples of approved items for purchase using the PCard:

- ✓ Catering
- ✓ Facebook, LinkedIn, or other online forums used for ads (approval from Communications and Marketing required)
- ✓ Guest lodging
- ✓ Newspaper, journal
- ✓ Online purchases (except for RU Marketplace catalogs)
- ✓ Postage
- ✓ Professional memberships, application and license fees
- ✓ Printing and binding services
- ✓ Registration for conference and seminars
- ✓ Utilities

This is not a complete listing of allowable uses for the PCard.

UNALLOWABLE USES OF THE PCARD

PCards shall not be used to purchase these goods and services:

- ✓ Alcohol
- ✓ Capital equipment
- ✓ Cash advances, cash back on purchases, cash refunds on returns
- ✓ Cell Phones
- ✓ Charitable contributions
- ✓ Computers
- ✓ Contracted services from an individual
- ✓ Employee relocation and relocation related expenses
- ✓ Employee travel
- ✓ Personal Entertainment (meals, movie and event tickets, sporting event tickets, golf, etc.)
- ✓ Gift cards
- ✓ Independent contractors or sub-contractors
- ✓ Individual personal meals
- ✓ Legal Fees
- ✓ Medical/surgical supply items
- ✓ Non-qualified scholarship/fellowship payments (money to aid a student in the pursuit of his/her studies)
- ✓ Personal purchases
- ✓ Pre-payment for purchase orders
- ✓ Prizes and Awards
- ✓ Purchases from **contract or punch out suppliers** participating in RU Marketplace catalog
- ✓ Purchases with a potential risk or exposure to liability for the University such as items that present special health, safety, occupational or environmental risks (e.g., radioactive material, animals, controlled substance, ammunition, etc.)
- ✓ Rental agreements

- ✓ Retreat expenses
- ✓ Services performed by an individual, sole proprietor, single member LLC, or a partnership
- ✓ Sponsorships / Donations
- ✓ Tangible gifts for employees valued at \$100 or more
- ✓ Temporary employment
- ✓ Tuition payments

This is not a complete listing of prohibited uses for the PCard. In general, purchases that require advanced documentation such as insurance, service level agreements, and pricing quotes should be paid via requisition.

The University restricts the use of certain prohibited categories of goods and services by limiting the respective standard merchant category codes.