

Procurement Card

A procurement card (also known as a pcard) is a credit card issued by a financial institution to an organization to make business-related purchases from vendors. The card is issued in an employee's name and may be used for certain low-dollar, business-related purchases, when the item is not available through e-SHOP. There are per transaction and monthly dollar limits on the cards, as well as certain goods and services that are prohibited from payment by pcard. Since the pcard is a university liability, the bill is paid centrally by Cornell for all balances; no purchase order or reimbursement process is necessary.

In general, to be eligible for payment by pcard, a purchase must:

- Be an allowable business expense, based on [University Policy 3.14, Business Expenses](#)
- Be within the cardholder's per-transaction and monthly limit
- NOT appear on the list of Prohibited Transactions (see [section 302](#))

Procurement card holders should consult the Procurement Card section of this manual to review their responsibilities and the specific goods and services that are prohibited from payment by pcard. In the event that your intended purchases exceeds your per transaction limit, or you do not hold a procurement card, consult your Financial Transaction or Business Service Center.

◆ **Note:** The terms and conditions associated with a purchase order provide certain legal protection to the university and therefore, there may be instances where the unit or Financial Transaction or Business Service Center chooses to request a purchase order rather than utilizing a procurement card.