**Grant Account Permission to Purchase**

**Using P-Card**

**To make a p-card purchase using grant funds:**

1. **Complete this form BEFORE making a p-card purchase using grant funds.**
2. **Submit the completed form via email to** [**GrantPCard@shawnee.edu**](mailto:GrantPCard@shawnee.edu)

**by clicking *ALT+F, H, E, A*.**

1. **The form will be received and reviewed by an accountant in the Finance Office.**
2. **An email will be sent to you from the Finance Office either approving the purchase via p-card or indicating that the purchase is not eligible for payment via p-card. Purchases not eligible for payment via p-card would likely need to be made as a standard purchase order through Bear e-Buy.**
3. **If the purchase is made using p-card, this form should be retained with your P-Card documentation.**

Date:

Name of Grant:       Account #:    -      -      -

P-Card Holder Name:       Phone:

**VENDOR NAME:**

Address:       City:       State:    Zip:

Phone:       Fax:       Website:

**DESCRIPTION OF ITEMS TO BE PURCHASED CATALOG PRICE TOTAL**

*(Attach additional sheets, if necessary)* **NO. QTY EACH PRICE**

**TOTAL OF ENTIRE ORDER** *(including any additional sheets)*

If this purchase requires a signed contract, see SSU’s contracts policy at www.shawnee.edu/off/cnsl/Contracts.html

**DEPARTMENT CERTIFICATION**

I have prior approval from all applicable department administrators to complete this purchase with my P-Card.