

## Basics of Student Organization P-cards for the OSUIT Campus

With so many deadlines and priorities in your daily responsibilities, it can be difficult to remember all of the details of allowable or unallowable P-card purchases. This email is intended to provide a quick review of P-card Guidelines pertaining to **student organizations**.

### GENERAL

Student organizations may participate in the P-card program if all compliance requirements can be met. Student organizations may use the P-card to pay for supplies, food, student travel, and other expenses as needed by the organization. Alcohol is not allowed.

### COMMON ISSUES

#### P-card

- Only the Adviser may have a P-card.
- Student organizations are NOT exempt from paying taxes.

#### Training

- All cardholders must have P-card training, which is available online at <http://hr.okstate.edu/training>. You may review the material at your convenience and then take the test.

#### Application

- All student organization cardholders must complete an application to obtain a card and/or have access to the credit card company's Web site (Works).
- The applications must be signed by all parties including the Director of Student Life.
- The application form is located at: [purchasing.okstate.edu/p-card](http://purchasing.okstate.edu/p-card)
- Once complete, you may scan and email the completed form to [okmpurchasing@okstate.edu](mailto:okmpurchasing@okstate.edu) or you may send the original through campus mail to Purchasing in the Grady Clack building.

#### Works System

- Works is the P-card Web site provided by the Bank of America.
- Each card has an (1) approving manager, (2) accountant, and (3) cardholder.
- For more information, see pages 6-7 of P-card Guidelines at [purchasing.okstate.edu/p-card](http://purchasing.okstate.edu/p-card).

### IMPORTANT

- Student organization cards must be kept in a secure location by the cardholder and not kept in their possession.

### REMEMBER

- Always follow P-card Guidelines.
- This email is not all inclusive. If you have questions or need clarification, please refer to P-card Guidelines, contact your approver or the Purchasing office at X5264.

- The information included in this email is not new information, just clarification of current guidelines.

## FREQUENTLY ASKED QUESTIONS

- **How long does it take to receive my card?**  
*Once the applications are complete and submitted, the information can be entered into Works. From that time, it may take 1 – 2 weeks for your card to be available for pickup.*
- **How will I know when it's ready for pickup?**  
*You will receive an email from the P-card Administrator. She will give you instructions on how and where to pick up your card. Read her instructions carefully.*
- **We need to buy food, but the P-card Guidelines say food is a restricted purchase.**  
*Student organizations have a different source of funds than the rest of the University and may purchase food for meetings, etc. There are far fewer restrictions on the types of purchases a student organization can make. Please remember, someone is always watching your purchases and “just because you can buy certain items, doesn’t mean you should.” Work closely with your advisor when deciding if a purchase is allowable or not. If there are questions, feel free to contact the Purchasing office at 293-5264 or 293-5266..*
- **May I use my P-card to purchase from the Student Union Bookstore or other University locations?**  
*No. When purchasing from the University or its auxiliaries, you must use the Campus Vendor Invoice (CVI) System instead.*
- **Since this P-card is for the student organization, may I share the card or card number with officers or organization members?**  
*No. Under no circumstances should the card or number be shared with others. You are responsible for purchases made to your card. If there are questionable or fraudulent purchases, “you” are the person who will be contacted.*