

To improve cost effectiveness and enhance procurement efficiencies, effective July 1, 2016, the minimum purchase via a requisition will increase from \$250 to \$500. The PCard will continue as the primary method for making these small non-travel purchases, with some exceptions:

- Vendor does not accept P-Card
- Item being purchased is on P-Card's prohibited items list
- Hazardous materials purchase
- Travel

Please complete Standard Comment DEP-D017 when submitting requisitions for \$500 and less.