

Subject: PCards are to be used for purchases \$250 and less effective July 1, 2012

To improve cost effectiveness and enhance procurement efficiencies, effective July 1, 2012, the PCard will become the primary method for making non-travel purchases of \$250 and less, with some exceptions:

- Vendor does not accept PCard
- Item being purchased is on PCard's prohibited items list
 - link (http://www.fa.ucf.edu/Procurement_Card/Publications/prohibuses.pdf)
- Hazardous materials purchase
- Travel

If the use of PCard is not feasible and a purchase order is required, requesters will mark the requisition using a new Standard Comment in the requisition header. Please note that effective July 1, requisitions for \$250 and less that do not meet one of the allowable exceptions will not be sourced into purchase orders.

The PCard Administrator (407-882-2235) is available to assist any department requiring additional PCards or changes to existing PCards.

Reminders and detailed instructions for requesters about this change and the new Standard Comment will be available before the close of the fiscal year on June 30.