

Effective October 1, 2018, the minimum order that can be submitted via requisition will be increasing from \$500 to \$1,000. Departments shall use a PCard for all purchases less than \$1,000 (including travel expenses when feasible). A PO under \$1,000 will only be issued in the following cases:

- The vendor does not accept PCards
- The commodity or service is on the PCard Prohibited Uses list
- The PO is for travel. Please note that Finance and Accounting requires a travel PO to be in place prior to all university travel. Once a travel PO is in place, travelers are encouraged to use a PCard for purchases related to their trip (i.e. registration, airfare, and hotel), which will be tied to the PO. Please see the Finance and Accounting Addy Note on [linking a PCard charge to a PO](#) for more information.
- The department does not have a PCard but will obtain one before any future purchases

Please continue to use [Standard Comment DEP-D017](#) for non-travel purchases less than \$1,000.

Increasing PCard use will create efficiencies, expedite small dollar purchases, and bring additional funds to the university. Departments are strongly encouraged to obtain a PCard if they do not already have one. Please contact the Finance and Accounting PCard department at pcard@ucf.edu for assistance with the PCard application process.