

P-Card - General Information

- Gives the cardholder the ability to charge travel related business expenses and certain transactions without a purchase order.
 - Airfare - Consult Purchasing prior to purchase
 - Lodging - Consult Purchasing prior to purchase
 - Car rental
 - Meal charges (excluding alcohol)
 - Conference registration fees

- Maximum credit limit is \$3,000
- Should not circumvent the normal purchasing process
- Original, itemized receipts are required for all transactions and need to be uploaded to Smart Data.

- Excluded items include:
 - Alcohol
 - Personal expenses (toiletries, newspapers, magazines)
 - Cash advance
 - Donations
 - Computers, Mobile phones, software
 - Consultants/speakers
 - Fines or late fees
 - Gift cards/certificates/gifts for others

- Note that the preferred method to book travel arrangements is through World Travel, to obtain the most economic pricing (exceptions are made for conference block pricing, which could be less expensive).

- Pratt is exempt from sales tax (contact Milagros Quinto for a copy of sales tax-exempt form ST-119.1)

Questions? Contact Milagros Quinto at mquinto@pratt.edu