

Pcard Requisition Form Process Instructions

Prior to making any purchase with your PCard, follow the steps immediately below for the requisition process. If you think that the purchase falls into an **exception category**, follow the steps with that sub-heading.

1. Complete all the fields listed on the Georgia Tech or Georgia Tech Purchasing Approved requisition form with the information pertaining to the purchase.
2. Send the form to your **two non-subordinate approvers** to review.
3. Upon approval, make the purchase.
4. Once the purchase has posted in Workday, attach this signed requisition form to the “Documents” section.
5. Process complete!

Exception Category Instructions

1. Determine if the purchase falls into one of the exception categories. If yes, proceed with the following steps.
2. Make the purchase.
3. Once the purchase has posted in Workday, do the following: Complete the “Business Purpose (Memo)” section of the transaction identifying it as a requisition exception (Ex. “Research – Urgent”, “Courier Charge”, “Study Abroad – train tickets while abroad”). This comment will be **in addition to** the normal explanation of the business purpose. This step allows your approver to see whether all the necessary steps were completed or were omitted in error. The information will also be available for auditors from the State Accounting Office, State PCard Office and various Federal audit agencies as well as Georgia Tech’s Internal Audit Department.
4. Process complete!

Requisition Exceptions

Exceptions to the requisition process detailed above may be made for unplanned, non-routine and urgent purchases. Additional exceptions can be made for courier charges and purchases made for student events.

***In all cases, the cardholder will not be able to make purchases higher than his/her single transaction limit.**

[Urgent, Unplanned or Non-routine Purchases Less Than \\$1,000](#)

To use this exception for a purchase one or more of the conditions below must apply:

- **Unplanned:** not anticipated or known in advanced, thought lack of planning does not constitute urgency.
- **Non-routine:** commonplace tasks, chores or duties done irregularly or at a sporadic interval. Not monthly or standard recurring.
- **Urgent:** compelling or requiring immediate action or attention; imperative; pressing.

[Urgent, Unplanned or Non-routine Purchases Greater than \\$1,000](#)

- [Exception for Research Related Purchases Less than \\$5,000](#)

Only cardholders with a “Research” designation can use this exception. This exception is for research related purchases under \$5000 that are non-routine items needed to run the department. This is meant to cover any research materials that are urgently needed to continue the project and prevent any delays.

- [Study Abroad Related Purchases](#)

Only cardholders with a “Study Abroad” designation can use this exception. This exception is for study abroad related purchases that occur during trip that are non-routine or the amount is not known prior to departure. Examples might include group meals, train tickets not purchased in advanced, etc. This also includes purchases

made for logistical issues for hotel and airfare once the trip has begun. This exception does not apply to initial arrangements done prior to departure, which must be done using the requisition process.

- [Facilities and IT Maintenance Related Purchases Greater than \\$1,000](#)

Only cardholders with a “Facilities Maintenance” or “IT Maintenance” designation can use this exception. This exception is for urgent and unplanned purchases that are needed to restore buildings and IT equipment to ensure the least impact to campus operations. Examples might include plumbing and electrical repair, weather damaged items, HVAC repairs, damaged and/or broken network equipment or security network needs.

[Planned or Routine Requisition Exceptions](#)

- [Courier Charges](#)

This exception is for all courier charges. This includes the individual charges for FedEx shipping and the weekly charges for UPS shipping.

- [Student Activities Relate Purchase Less Than \\$1,000](#)

This exception is for planned, routine purchases for student activities and events. Examples might include things like catering and event supplies.

[Recurring Charges – Repeated Transactions](#)

- [Recurring Charges](#)

This applies to purchases for recurring transactions. A requisition form must be completed for the first transaction in the series. The amount on the requisition should be equal to an estimate of the total cost for all recurring events, with each transaction less than the cardholder’s single transaction limit. This can only be used for transactions that can be reasonably predicted and totaled for the fiscal year. The approved requisition must be attached to the first transaction. For the next transaction that posts in Concur attach the same approved requisition with a notation of the actual amount of the transaction. For example, In July you had an estimated \$100 per month cell phone bill; the requisition would be for \$1,200. In August, upload the same requisition with a new notation of the exact billed amount. Repeat this process for each new cycle. **Recurring requisitions are only valid for one fiscal year.** This is meant to cover things like phone bills, utilities and subscriptions. This may also be used for things like gas canisters that may be ordered every 2-3 weeks in the same quantity (or another non-monthly interval) for a lab.

[Limit Increase Exceptions](#)

Georgia Tech PCard Administrators will **only** be allowed to increase (and then lower) limits for the items listed below. Any item that would require a limit increase on a Pcard that is not on the list below would require a request to State Pcard (though DOAS and the Office of Planning and Budgets). The non-exempt limit increases may take **several** days to approve and turnaround.

If a limit increase is approved, **it is only for the specific, approved purchase**. The temporary increase will be left in place for 7 days or until the charge has posted.

[Approved Limit Increase Types Up To \\$5,000](#)

- Laboratory books, research and related materials - DNA, Genomic, etc.
- Textbooks: College level, includes student and teacher editions

- Video cassettes, disks, tapes, etc. for computer and TV pre-recorded
- Recycled publications and audio-visual materials
- Instruction Aids: courses, lessons plans - prepared, programs, ancillary materials, etc.
- Resource books and materials
- Theatrical Equipment and Supplies
- Communications and Media Related Services
- Associations
- Fees, Conference/Convention
- Fees, Symposium
- Membership Dues
- Registration Fees
- Sponsorships - ALL TYPES
- Tours - ALL TYPES
- Tuitions
- Print -On-Demand printing services
- Room rental of conferences, seminars, etc.
- Theatrical Equipment and Supplies - including costumes - Rental or Lease

Approved Limit Increase Types Up To \$25,000

- Fees, Conference/Convention
- Registration Fees
- Fees, Symposium

Approved Limit Increase for IT Related Purchases Up To \$5,000

- Hardware
- Software