FSU | DIVISION OF UNDERGRADUATE STUDIES

UGS P- Card Cheat Sheet

PRIOR TO PURCHASE:

1. Fill out a request to purchase form
2. Obtain signature approval from the department head and budget manager for purchases
3. Note the budget string provided to you for your receipts

WHEN MAKING YOUR PURCHASE:

1. Bring your photo ID, P-Card, and Copy of the FSU Tax Exemption Certificate
2. Make sure to tell the merchant that you are tax-exempt and check that NO TAXES are charged to the P-Card for any purchases made in the state of Florida
3. Request a fully itemized receipt

UPLOAD YOUR RECEIPTS IMMEDIATELY:

Good receipts have the following information:

1. Vendor name
2. Purchase Date
3. Itemized description of each item and price
4. Total amount paid
5. Payment method with last 4 digits of card used
6. No tax
7. Tips not exceeding 20%

Please add the following information to your uploaded receipts:

1. Budget string as listed on the RTP
2. Account code for items purchased
3. List of attendees (if a food event with less than 16 people)
4. Department the purchase was for
5. Purpose/Benefit of the Purchase

Questions?

Please feel free to reach out to Michelle Frost, Jon DeStefano, Deonte Brown, or any of your P-Card Proxies.

The following links may also be helpful:

Procurement Website/ Chat Bot
UGS Request to Purchase Form
P-Card Manual
FSU Account Codes

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