Finance & Operations Procurement and Business Services Policy FO-PUR-07

Departmental Purchases

Departments are required to use their department’s Procurement Card (P-Card) for all purchases which fall within the P-Card guidelines. These guidelines are stated in the *P-Card Policy/Guide* found at: http://www.shsu.edu/~pur_www/pcard/index.html.

The dollar threshold for each purchase can be increased from $2,000 up to $5,000 and the total monthly expenditures on a P-Card can be increased from $12,000 up to $50,000. To request an increase in limits, go to the *Request for P-Card Credit Limit Increases* form at: http://www.shsu.edu/~pur_www/pcard/index.html.

Purchases which do not fall under the P-Card guidelines will require a Requisition. The steps for processing a Requisition can be found in the *Training Manual for Procurement Requisitions* at: http://www.shsu.edu/~pur_www/training.html.

Reviewed by:  John C. Hitzeman – Director of Procurement and Business Services – 04/11/11
Next Review:  03-15-12