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 that fall within the P-Card guidelines. These guidelines are found in the P-Card Policy/Guide PUR-8 found at: http://www.shsu.edu/~pur_www/pcard/index.html.

The dollar threshold for each purchase can be increased, with appropriate approval, from $2,000 up to $5,000 and the total monthly expenditures on a P-Card can be increased, with the appropriate approval, 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 to be created and submitted in BearKatBuy. The steps for creating and processing a requisition can be found in the BearKatBuy Cheat Sheet with additional tips found in the BearKatBuy FAQ at: http://www.shsu.edu/~pur_www/training.html.

Reviewed by: Tessy Rappé, AVP Finance & Operations
Reneé Starns, Exec. Director Procurement & Business Services

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