PCard Procedures to use SNREBiz PCards

Contact SNREBiz to check out the PCard if you do not have a lab or individual card.

Prior to picking up the PCard you must:
- Sign out the card on the log sheet to check out with biz staff
- Travel and food purchases must be made on Chiyo’s card (Arid Lands Admin Svcs)

After your purchase:
- Immediately after the purchase, you must return the PCard with the original receipts so it will be available to others for check out.
- The PCard CANNOT be kept overnight.

Fill out the entire PCard form including:
- Department/Individual Card Name
- Your name, email, phone #
- Purchase date
- Vendor information
- Account number
- Business purpose as it relates to the project being charged.
- Supervisor or PI signature
- *Travel Authorization Number (required for travel related purchases)
  - o Attach a copy of the Travel Authorization
- Dollar Amount including tax, shipping & handling charges.

Supporting Documents:
**Includes at least one of the following with itemized purchases and dollar amounts:
- Receipt
- Invoice

Tape the top and bottom edge of receipts on a separate sheet of paper. Paperclip the receipt page to the Pcard form - DO NOT STAPLE Pcard forms.

Send your form and original receipts to:
SNREBIZ mailbox in BSE 325 OR drop off at Arid Lands Studies, Rm. 208

Please return the completed forms to SNREBIZ within 24 hours. Your assistance in this timeline will keep us in compliance with the PCard office.

Having a PCard is a privilege. Non-compliance of the above could lead to loss of the PCard.