

Procurement Department – Fast Facts

Ideas for Using P-Cards

Use P-Cards anywhere Master Card is accepted!

Use it anywhere off-campus that Master Card is accepted!

Use it at many places on campus, too!

Did you know that your P-Card, in addition to being a valuable tool in acquiring needed goods and services off campus, can also be used for many on campus services?

For example, the P-Card (with appropriate departmental approval) may be used to:

- Pay for events catered by Aramark
- Pay for accommodations at the GW Inn
- Pay for events at the GW Club
- Pay for copying services at The Pulse Copy Center

When booking the service, be sure to tell the individual handling the booking that you'd like to pay with your P-Card. You'll find the process fast and easy while at the same time reducing paperwork and insuring that your payment is made promptly.

Remember, the P-Card is GW's preferred method of obtaining goods and services under \$2,500 that are within the program rules. To learn more about P-Cards, go to: <http://www.gwu.edu/~supchain/pcard.htm>

Remember, no matter where you use the P-Card you must use it in accordance with all existing P-Card policies and procedures!