

## University Pcard Guidelines

Pcards can be issued to Stockton employees to purchase merchandise within these guidelines and approved travel-related expenses. Departments can request a Chartwells only card which will eliminate the limit thresholds.

Pcard Types standard set limit cards or requesting funds cards.

Pcard Use Type purchase of goods and travel-related purchases. Travelers are required to have a fully approved Chrome River PA approval report prior to incurring expenses. Employees who have a Pcard issued in their name are not authorized to charge the oep chaua6.8 (p)-0.7 (e)-6 ( )10.6( a)-3.3 ( )18.6 (P)-8.7 (c)

that requires installation or service on campus

services

to individuals

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- o Cash advances
- o Personal items
- o Tickets to activities where you are a active participant (majority of cost should be paid via PO)
- o Airfare for candidates
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