

# SPARTANBURG COUNTY PURCHASING CARD (P-CARD)



- Bank of America VISA
- An authorized buying tool
- Reduces time, effort, and costs

# You will have a P-card if . . .



- Deemed necessary by your department head
- Approved by the Director of Finance
- Online training is completed

# P-card Basics



- P-card is a privilege not to be abused
- **ABSOLUTELY NO PERSONAL CHARGES!!**
- Limits on each P-card is decided on by individual department head
- Only the assigned cardholder is authorized to use
- Cardholder is responsible to sign off on purchases in a timely manner, and keep original receipts for audit purposes – cardholder is also responsible for changing sales tax and subject to use tax for proper record to match receipt



# P-card Flowchart

