



Purchasing Card News

Split Purchases

If you need to make a purchase over \$1000 you can request a one-time over-ride of the single purchase transaction for non-OCO purchases. To make your request we will need an email send to rhale1@uwf.edu or smorgan@uwf.edu. From your supervisor requesting the one-time override. The request must include the dollar amount of the purchasing and the vendor's name. Please remember OCO items can not be purchased with the pcard.

If you would like to submit a P-Card question, suggestion, issue, or concern. Please e-mail it to rhale1@uwf.edu or smorgan@uwf.edu.

SAMAS logon problems?
Contact Lisa Griswold at extension 2292.

Proper Receipt

Cardholder's please sign and date the receipt showing receipt of item purchased. The approver should also sign/date the receipt indicating the transaction is approved. If the transaction should be charged to an account other than the default account the account number should be on the receipt.