UNIVERSITY OF
South Carolina

Office of the Controller
P-Card Purchasing Shared Service Requester Job Aid

This resource outlines the process for completing a purchase with the P-Card Purchasing Shared Service in the Controller's Office, including required documentation, timelines, and how the team will complete the purchase during a Teams call.

Step 1: Before requesting a purchase, complete the form to include the chartfield and proper approval signatures.

Note: Department approval must follow the workflow approver for the department listed on the request form, consistent with Requisitions, Payment Requests, and Expense Reports. Use the **SC_SECURITY_DEPT_APPROVERS** query to identify Level 1 and Level 2 approvers. If using USCSP, the **PI must approve as the Level 1 approver**.

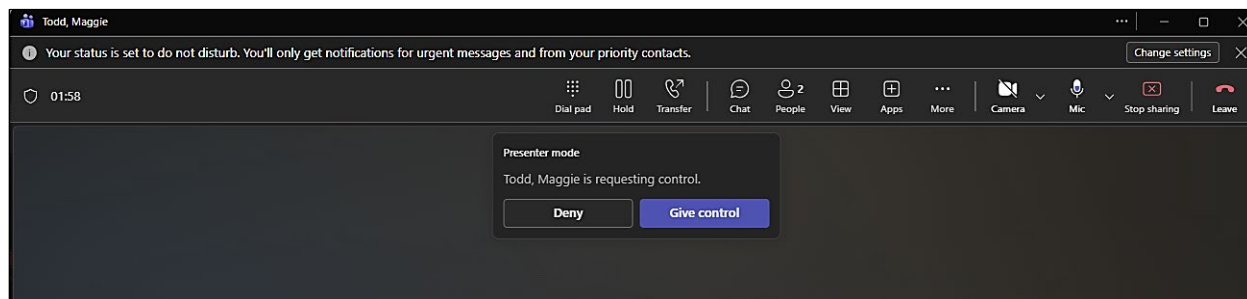The Department Approval Query Quick Reference provides step-by-step instructions for using the above query in Finance PeopleSoft.

Step 2: Email the service team at pcardpurch@sc.edu to request a purchase.

Step 3: The service team will respond to the request within 2 hours during business hours, 8-5pm. For same day purchases, request must be made by 3pm.

- **Online purchases:** Please have the website open, items selected, in the cart, and ready to share your screen prior to joining the scheduled call so the purchase can be completed efficiently.
  - **Amazon:** A justification memo is required for this request, as most items are expected to be purchased from small or local businesses. Please include the memo as an attachment to the email.
  - **Staples:** Build your cart using your Staples Business account, print cart as a PDF, and attach it to the email with the request form.

- **Phone call purchases:** Have the vendor's phone number available prior to joining the scheduled call. A service team member will contact the vendor and complete the payment while the requester is present on the call.

Step 4: The service team will take control of the screen when it's time to make the payment. Click the **Give Control** button to allow access for control.

Step 5: The service team will make the purchase. The form with approvals and a screenshot of the proof of payment will be attached to the Teams meeting before ending the call.