# OFFICE OF THE CONTROLLER

## P-Card Purchasing Shared Service
## Top 10 Q and A

**February 2026**

UNIVERSITY OF
South Carolina

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# Top 10 Shared Service Q and A

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# #1 Shared Service Q and A

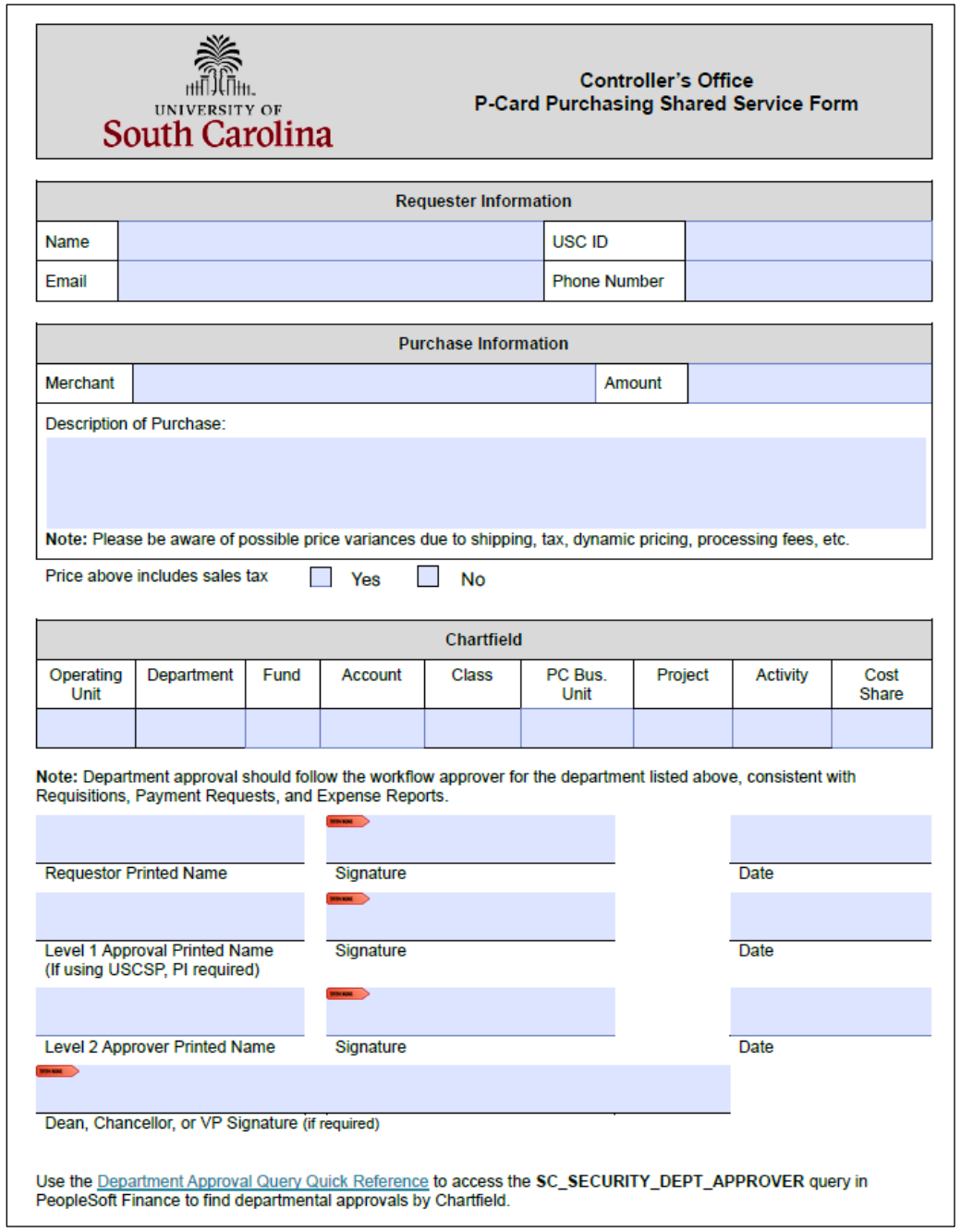
## What is the P-Card Purchasing Shared Service?

- The P-Card Shared Service allows faculty and staff without access to a P-Card to request purchases of approved goods and services.
- Requests are processed by a centralized P-Card team that completes purchases on behalf of departments.
- The service **operates Monday through Friday from 8:00 a.m. to 5:00 p.m.** Requests submitted during business hours will receive a response within two business hours. Requests requiring same-day processing must be submitted by **3:00 p.m.**

# #2 Shared Service Q and A

## How do I use the P-Card Purchasing Shared Service?

- To submit a request:
  1. Complete the **P-Card Purchasing Shared Service Form.**
  2. Email your request to **pcardpurch@sc.edu.**
  3. Participate in a Microsoft Teams call with the Shared Service team to complete the purchase.
- Expense reports, receipt uploads, and monthly reconciliation are handled by the Shared Service team.



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Controller's Office
P-Card Purchasing Shared Service Form

| Requester Information | | | |
|---|---|---|---|
| Name | | USC ID | |
| Email | | Phone Number | |

| Purchase Information | | | |
|---|---|---|---|
| Merchant | | Amount | |

Description of Purchase:

**Note:** Please be aware of possible price variances due to shipping, tax, dynamic pricing, processing fees, etc.

Price above includes sales tax ☐ Yes ☐ No

| Chartfield | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Operating Unit | Department | Fund | Account | Class | PC Bus. Unit | Project | Activity | Cost Share |
| | | | | | | | | |

**Note:** Department approval should follow the workflow approver for the department listed above, consistent with Requisitions, Payment Requests, and Expense Reports.

Requestor Printed Name | Signature | Date

Level 1 Approval Printed Name (If using USCSP, PI required) | Signature | Date

Level 2 Approver Printed Name | Signature | Date

Dean, Chancellor, or VP Signature (if required)

Use the Department Approval Query Quick Reference to access the **SC_SECURITY_DEPT_APPROVER** query in PeopleSoft Finance to find departmental approvals by Chartfield.

# P-Card Purchasing Shared Service Form

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# #3 Shared Service Q and A

**We have one P-Card for our department of our original nine. Are we able to use the Shared Service team when needed?**

- Yes, the new shared service option is available to all departments.
- Use of existing cards should remain the primary method of payment to make purchases on behalf of departments.

# #4 Shared Service Q and A

## Who are my approvers and how are approvals determined?

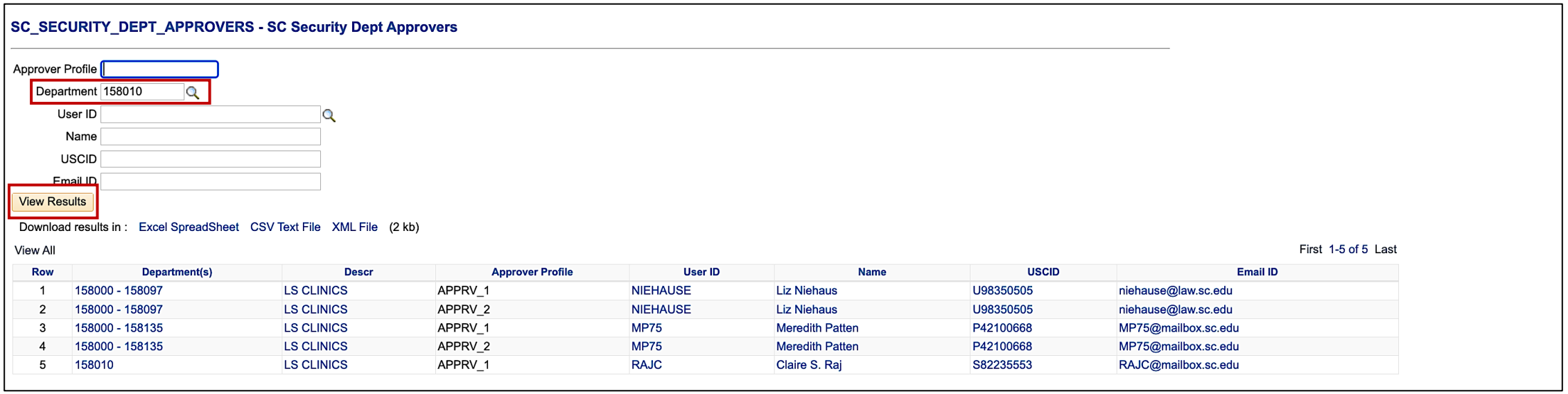
- Department approval must follow the workflow approver for the department listed on the request form, consistent with Requisitions, Payment Requests, and Expense Reports.
- Use the Department Approval Query Quick Reference to access the **SC_SECURITY_DEPT_APPROVER** query in PeopleSoft Finance to find departmental approvals by Chartfield.

# Department Approvals Query

Use the navigation: **Main Menu > Reporting Tools > Query > Query Viewer**

Search by entering the **Department** in the Department field.

Click the **View Results** button to populate the query.



**SC_SECURITY_DEPT_APPROVERS - SC Security Dept Approvers**

Approver Profile
Department 158010
User ID
Name
USCID
Email ID
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All First 1-5 of 5 Last

| Row | Department(s) | Descr | Approver Profile | User ID | Name | USCID | Email ID |
|---|---|---|---|---|---|---|---|
| 1 | 158000 - 158097 | LS CLINICS | APPRV_1 | NIEHAUSE | Liz Niehaus | U98350505 | niehause@law.sc.edu |
| 2 | 158000 - 158097 | LS CLINICS | APPRV_2 | NIEHAUSE | Liz Niehaus | U98350505 | niehause@law.sc.edu |
| 3 | 158000 - 158135 | LS CLINICS | APPRV_1 | MP75 | Meredith Patten | P42100668 | MP75@mailbox.sc.edu |
| 4 | 158000 - 158135 | LS CLINICS | APPRV_2 | MP75 | Meredith Patten | P42100668 | MP75@mailbox.sc.edu |
| 5 | 158010 | LS CLINICS | APPRV_1 | RAJC | Claire S. Raj | S82235553 | RAJC@mailbox.sc.edu |

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# #5 Shared Service Q and A

**How do purchases work with local or “mom and pop” businesses?**

- A department P-Cardholder can make point-of-sale purchases.
- If the vendor invoices the University, they can be set up as a supplier and paid through the AP Payment Request process.
- If the above options are not viable, seek personal reimbursement.

# #6 Shared Service Q and A

## How are Amazon purchases handled with the Shared Service?

- For Amazon purchases, a justification memo is required that explains that the purchase is either:
  - Not on state contract
  - Cannot be purchased locally
- Please include the memo as an attachment to the email with the request form.
- The Shared Service team has access to an Amazon Business account and will use it to make purchases.

# #7 Shared Service Q and A

## How are Staples Advantage purchases handled in the Shared Service?

- Purchases are made using a USC Staples Advantage account.
- Build your cart using your Staples Business account, print cart as a PDF, and attach it to the email with the request form.
- The Shared Service team has access to a Staples account and will use it to make purchases. The Staples account access is open to all University staff. Use the link provided on the Purchasing Department website.
- Please ensure you are also utilizing the Herald Office Supply state contract for office supply needs.

# #8 Shared Service Q and A

## How are batteries purchased?

- Certain items (including batteries) should be requested through Central Supplies via Facilities Stores Operations Warehouse rather than purchased on the P-card.
- There is a cost benefit to using the Facilities Stores Operations Warehouse.
- Items are readily available for pickup.

# #9 Shared Service Q and A

## Can we use the service for monthly subscriptions?

- Per the P-Card manual, recurring (automatic payments) monthly subscriptions are prohibited.
- These purchases may be made through a supplier that will invoice the University directly or by personal expense reimbursement.
- Per BUSA 7.06, professional membership fees or dues (professional subscriptions or advertising) require written justification from their Dean with authorization to utilize the subscriptions.

# #10 Shared Service Q and A

**How are sales or use tax handled with the shared service?**

- The request form provides a place to designate if sales tax is included by the merchant.
- The Shared Service team will review all purchases for use tax applicability.
- When required, use tax will be applied via the shared service team expense report.

# Questions

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# Resources & Contacts

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# Card Program Resources

- Card Programs Webpage
- P-Card Purchasing Shared Service
- P-Card Purchasing Shared Service Job Aid
- P-Card Purchasing Matrix
- Department Approvers Query Quick Reference
- Purchasing P-Card Webpage

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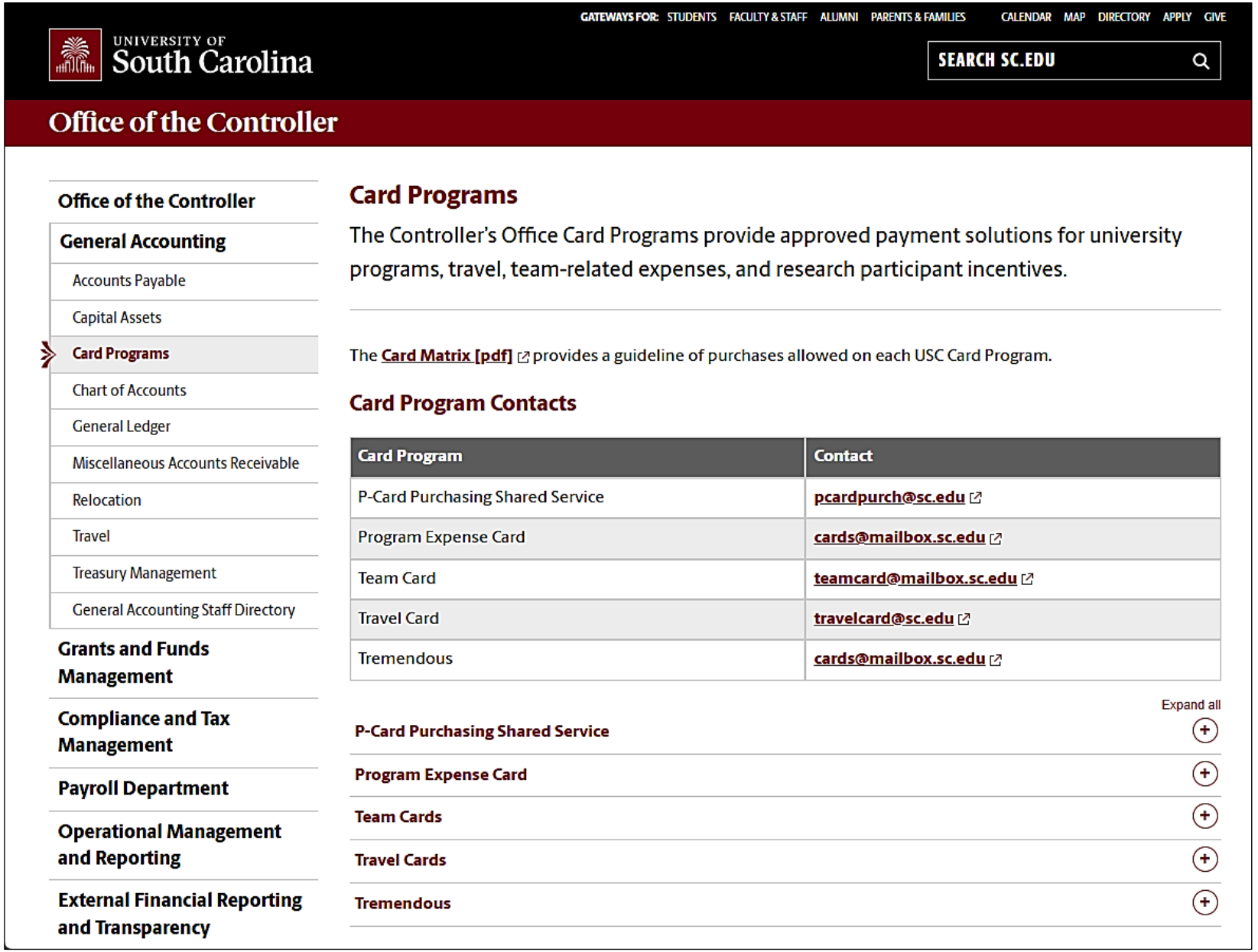


# Where to Find the Resources

For more resources, visit the Cards Program page found in the General Accounting section.

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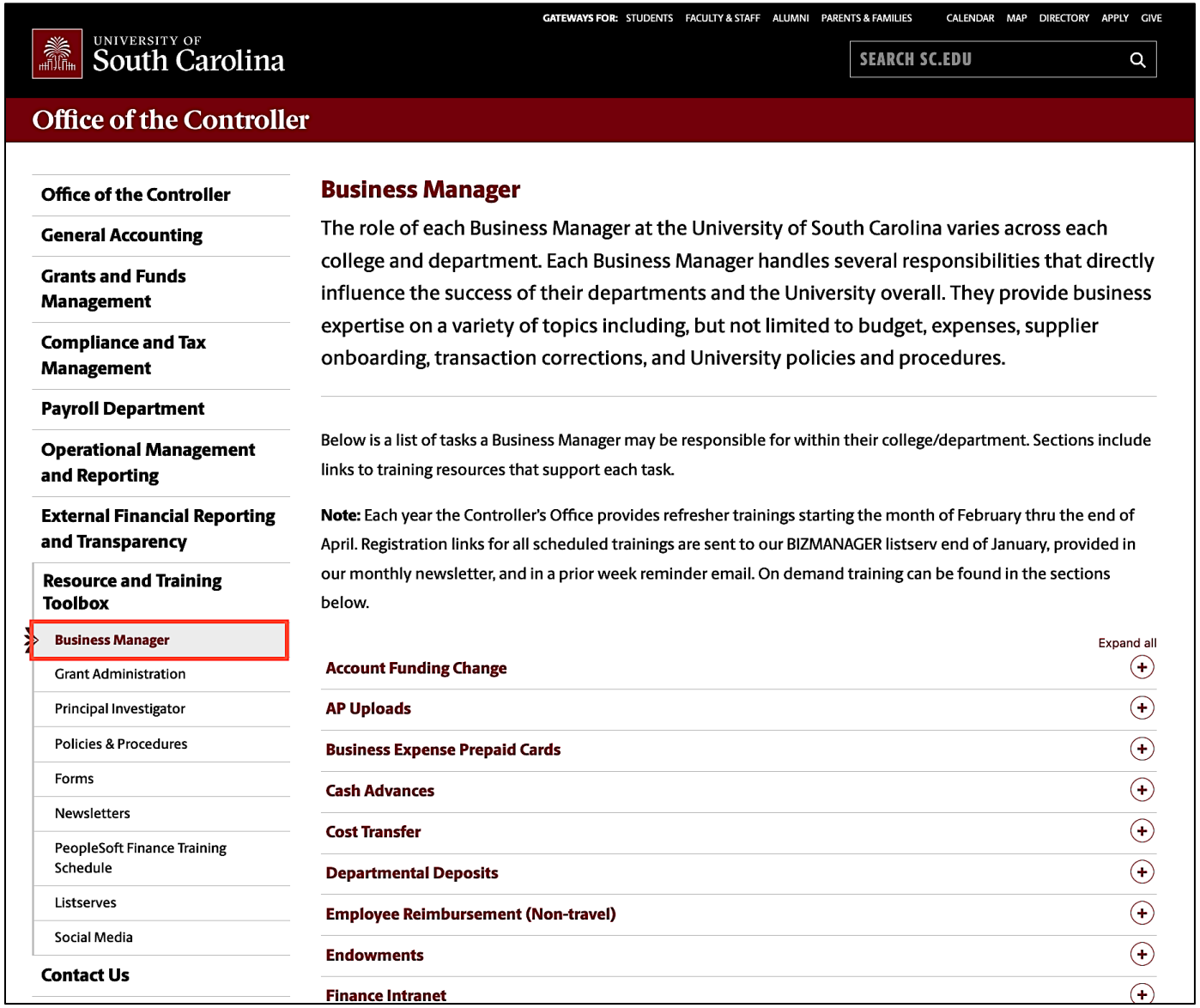


# Where to Find the Resources

For Accounts Payable training resources, visit our Business Manager page.

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# Controller's Office Contact List

| General Accounting (JEs, JVs, Apex, GL issues/Questions) | Email Address |
|---|---|
| General Email Address | genacctg@mailbox.sc.edu |
| Cash Advance Settlement | cashadvc@mailbox.sc.edu |
| Payroll Retro Journal Entries | retroje@mailbox.sc.edu |
| Chartfield Maintenance | cfmaint@mailbox.sc.edu |
| Moving & Relocation Mailbox | moving@mailbox.sc.edu |
| PeopleSoft Finance Security Requests | pssecure@mailbox.sc.edu |
| **Accounts Payable** | **Email Address** |
| General Email Address | ap@mailbox.sc.edu |
| AP Uploads | apupload@mailbox.sc.edu |
| Supplier Maintenance | apsupplr@mailbox.sc.edu |
| **Travel Office** | **Email Address** |
| General Email Address | teoffice@mailbox.sc.edu |
| Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers | tesubmit@mailbox.sc.edu |

# Controller's Office Contact List

| Capital Assets | Email Address |
|---|---|
| Physical Inventory | physinv@mailbox.sc.edu |
| Capital Leases | lease@sc.edu |
| **Cash Management and Treasury** | **Email Address** |
| General Treasury Email Address | treasury@mailbox.sc.edu |
| Program Expense Card | cards@mailbox.sc.edu |
| Team Card | teamcard@mailbox.sc.edu |
| Travel Card | travelcard@sc.edu |
| P-Card Purchasing Shared Service | pcardpurch@sc.edu |
| **Compliance and Tax** | **Email Address** |
| General Compliance Email Address | controllercompliance@sc.edu |
| General Tax Email Address | tax@mailbox.sc.edu |
| Research/Development Sales/Use Tax Exemptions | rdequip@mailbox.sc.edu |
| Time and Effort Reporting | timeandeffort@sc.edu |

# Controller's Office Contact List

| Grants and Funds Management | Email Address |
|---|---|
| Sponsored Award Specific Questions | Contact your **Post Award Accountant** (PAA) |
| **Payroll** | **Email Address** |
| General Email Account | payroll@mailbox.sc.edu |

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# THANK YOU!

## Office of the Controller

**Alone, we can do so little; together, we can do so much.**

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Columbia, SC 29208

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Fax: 803-777-9586

**Email Address:**
controller@sc.edu

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