P-Card Decision Tree
(When can I use it?)

Is the provider an iBuy hosted or punchout vendor?

- **YES**
  - In order to gain maximum benefit to the entire University, iBuy should be used. At this time, policy allows the P-Card to be used.

- **NO**

Are any items on the P-Card restricted list?

- **YES**
  - You may be able to use your P-Card, depending on the item. (See OBFS Policy and Procedure Manual)

- **NO**

Are any items on the P-Card prohibited list?

- **YES**
  - You may **NOT** use your P-Card. Use iBuy or Banner. An exception may be requested with sufficient justification.

- **NO**

Is it a business meal with university employees and/or guests?

- **YES**
  - You may **NOT** use your P-Card. Use a T-Card for business meals/refreshments.

- **NO**

Is the purchase over your single transaction limit?

- **YES**
  - You may **NOT** use your P-Card. Use iBuy or Banner. An exception may be requested with sufficient justification.

- **NO**

Is there a contract/agreement or onsite labor involved?

- **YES**
  - You may **NOT** use your P-Card. Use iBuy or Banner.

- **NO**

You may use your P-Card.