

Quick Reference Guide  
P-Card for Grants

A purchasing card has been issued to SPAR to enable the department to facilitate credit card purchases for faculty with small grants (internal or external) who would not normally be issued a P card.

Faculty can make an appointment to come to the SPAR office, where the transaction can be completed. The card will be accessible through one of the three designated SPAR staff members.

The following information may be needed in order to complete an online transaction:

Billing email: [TaylorA28@southernct.edu](mailto:TaylorA28@southernct.edu)

Name on Card: Amy L Taylor

Billing Address: Southern Connecticut State University, 501 Crescent St.

City: New Haven

Zip Code:06515

Phone: 203-392-6801

Transaction limit is \$1500. If the purchase is greater than that amount, a request to the card administrator must be made before it can be completed.