

Quick Reference Guide P-Card for Grants

To request a purchase to be made on a university Pcard, please fill out the purchase request form in Kualu using the link below. Carol Jenkins will review the request and complete the purchase or reach out for more information if needed.

Pcard purchasing is done on Tuesdays, if the purchase is urgent and needed before then, please reach out to Carol Jenkins after submitting the Kualu request form

- Kualu Purchase Requests – [Kualu Pcard purchase request](#)

Pcard transactions through SPAR are limited to \$2,500; any purchase over \$2,500 need to be purchased with a PO.

Please see the following purchasing restrictions:

1. **Computers, laptops, iPads, and other electronic devices** need to be purchased with a PO. This will allow the items to be barcoded and tracked in the university inventory system
2. Purchases made with university (including internal/external grants) funds are considered university property and should be housed at the university
3. Purchases cannot be used to upgrade/improve personal property
4. Please refer to the [pcard purchasing manual](#) for further restrictions

For any questions or concerns, please reach out to Carol Jenkins:

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