

Quick Reference Guide
P-Card for Grants

To request a purchase to be made on a university P-card and reconciled to your grant index, please fill out the purchase request form in Kualu using the link below. Post-award staff will review the request and complete the purchase or reach out for more information if needed.

P-card purchasing is done on Tuesdays; if the purchase is urgent and needed before then, please reach out to spar@southernct.edu after submitting the Kualu request form

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

P-card 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 capable of storing confidential information 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 [P-card Office's FAQs](#) for further restrictions and policy documentation

For any questions or concerns, please reach out to spar@southernct.edu