

## Instructions for P-Card use

- 1) Make sure it is an allowable expense
  - a. Allowable: travel (airline, hotel, car rental); books; chemicals
  - b. Not allowed: Food; personal convenience items; computers
  - c. For a more comprehensive list, visit:  
[http://isis.fastmail.usf.edu/pcard/content/pre\\_train/overview/osu4.html](http://isis.fastmail.usf.edu/pcard/content/pre_train/overview/osu4.html)
- 2) Fill out form. Be as detailed as possible. Link to form:  
[http://chemistry.usf.edu/op/data/P-Card\\_form\\_new.pdf](http://chemistry.usf.edu/op/data/P-Card_form_new.pdf)
- 3) If charging to a grant account you will need PI's signature.
- 4) If requesting a departmental charge you will need Zaworotko's approval.
- 5) Turn form in to Cheryl Graham (CHE 203B).
- 6) After purchase/travel/receipt of product, please turn in ALL receipts to Cheryl Graham.