



Method B: CSSAF Purchase with University Purchasing Card (PCard)

Read Carefully Before Making a Purchase

Once you have received approval to make a purchase for your CSSAF project, your faculty or staff sponsor may purchase the approved item for your CSSAF project with their University PCard on your behalf. Please complete the [Method B CSSAF Purchase with University PCard Form](#) within 7 days of purchase.

- Not all faculty and staff are PCard holders. Do not assume your faculty or staff sponsor has a University Pcard. You should ask your faculty or staff sponsor (1) if they have a University issued PCard and (2) if they are willing to make a purchase for your CSSAF project on your behalf using their University PCard.
- All PCard purchases must adhere to the [University Purchasing Card Policy](#).
- The PCard holder is responsible for submitting an itemized receipt to the Business Service Center (BSC) including fund/org responsible for the purchase. The PCard holder should reach out directly to Becky Crowell (CSSAF Coordinator) to obtain CSSAF fund/org and activity code.
- You must also obtain a copy of the itemized receipt from the PCard holder. You are required to attach the receipt to the **Method B CSSAF Purchase with University PCard Form**.
- An itemized receipt means the item and price are listed on the receipt. The receipt must also include the vendor/store and date of purchase.