



Site search



## University Purchasing Card (PCard Program)

Office of Procurement Management

[Home](#) > [What to Buy](#)

[Home](#)

[Do's and Don'ts](#) >

[How To:](#) >

[Resources](#) >

[Newsletters](#)

[Training](#)

[Amazon Business](#)

[FA/DC Restricted](#)

## What to Buy

The PCard is the preferred method of purchase for small dollar goods and simple services. When considering the PCard, it is important to think of the risk being assumed by the University. Any purchase deemed too risky shall be referred to a Fiscal Administrator or be put on a Purchase Order (which includes terms and conditions that protect the University).

Most one-time small dollar purchases that fulfill a University business purpose and do not require the signing of a contract or accepting of vendor terms and conditions are allowed. Please see the list of purchases that require approvals, unallowable purchases and recurring purchases for more guidance on how to use the PCard for various purchases.

The following is a non-exhaustive list of purchases that are generally allowed on the PCard without prior approval. Remember to consult with your department coordinators and fiscal administrators for any internal controls that prohibit certain purchases.

**Contract Purchases:** Purchases off of established University or State Agreements or Contracts which allow for University PCard use. **(Contract or Price/Vendor List number should be clearly referenced on the PCDO)**

**Supplies:** such as office supplies, common lab supplies, common facilities and maintenance supplies, common electronics and computer accessories.

**Services:** Troubleshooting services (No repairs), services (except construction or professional services) which do not require a contract or agreement.

**Business Affiliations:** Conference registrations, Business Related Membership Dues, Professional Periodicals and Online Subscriptions (Not Software).

**Others:** Copying/framing/photo developing (that produces a supply item), reprints, postage/shipping/courier, credential verification/background checks, advertising (with no contract/agreement).

---

## University Purchasing Card (PCard Program)

1400 Lower Campus Road Rm 15

### Contact Us

Telephone: (808) 956-8687

Email: [pcard@hawaii.edu](mailto:pcard@hawaii.edu)

### Quicklinks

[Centresuite](#)

[Kuali Financial System](#)

[Hawaii Compliance Express](#)

[UH Office of Procurement Management](#)

[APM 8.266 \(PCard Policy\)](#)

2444 Dole Street

Honolulu, HI 96822

An equal opportunity/affirmative action institution

Use of this site implies consent with our [Usage Policy](#)

copyright © 2018 University of Hawai'i

[Calendar](#)

[Directory](#)

[Emergency Information](#)

[MyUH](#)

[Work at UH](#)



[Contact UH](#)

If required, information contained on this website can be made available in an alternative format upon request.

Get Adobe Acrobat Reader