

Did You Know? P-Card Manual V10

The P-Card manual was recently updated and uploaded to the P-Card website (<https://www.csn.edu/askpcard>). **Please read over the following changes carefully.**

The commodity approval chart has been updated. It is the Cardholder’s responsibility prior to making purchases of any of the items on the policy, to obtain the required approval documentation from the appropriate individual (page 15).

Category	The following items and services may only be purchased with prior approval from the person in the position listed below or their designee.
Advertising/Printing of CSN Logo or Name	Marketing Department (submit assistance request form on Marketing & Communications website to obtain prior commodity approval)
Computer Software	Office of Technology Services (OTS/DXS) and the Executive Director of Procurement and Auxiliary Services (completion of the Technology/Software Questionnaire required. Form available on the P-Card website: https://www.csn.edu/askpcard .)
Computer Hardware; Audiovisual Equipment; Telemedia Equipment	Office of Technology Services (OTS/DXS)
Chemicals (includes commercially available household products); Compressed Gasses and Hazardous Materials	Director of Environmental, Health & Safety (completion of the Chemical and Restricted Commodity Approval form required. Form available on the EH&S website: https://www.csn.edu/environmental-health-safety .)
Dues & Memberships	Executive Director of Procurement and Auxiliary Services
Ergonomic Equipment	Environmental Health & Safety (an assessment by Environmental Health & Safety may be required in order to obtain approval for purchases of ergonomic equipment)
Furniture/Facility Related Items	Facilities (submit a work order request through iServiceDesk portal)
Hosting Events (Refer to CSN Hosting Policy)	President or Vice President (a completed and signed hosting checklist is required prior to making any hosting purchases)

The requirements for purchases that must be tracked has been updated (page 19)

Purchasing Items That Must Be Tracked

The Cardholder must add the Detail Code **Track Sensitive Items: Board Mandated** when Verifying their transaction in Workday and notify Inventory Control when they purchase a trackable item over \$10,000 or any of the items listed below regardless of the dollar amount.

- Laptops
- Computers
- Tablets
- Servers
- Grant funded equipment in the amount of \$5,000 or more.

The Cardholder must also add the **Track Sensitive Items: Institutionally Designated** Additional Worktag when verifying their transaction in Workday and notify Inventory Control when they have purchased any of the items listed below:

- Printers
- Drones
- Single items purchased with Grant funding having a cost of \$1,000-\$4,999.99.

Please reach out if you have any questions or concerns.