FAQ’s for Purchases under $100
August 14, 2009

Q: Why is the University creating this policy?

A: From a business processing standpoint, the P-Card is a much more efficient and cost effective method of making purchases, particularly for low dollar items. One of the main objectives of any P-Card program is moving small dollar purchases over to the P-Card in order to capitalize on those efficiencies.

Q: How will I know if the vendor accepts the P-Card?

A: Please check the vendor’s website or contact the vendor directly and ask them if they accept American Express.

Q: What if the vendor does not accept the P-Card?

A: A Purchase Order or other appropriate payment methods will be used in those instances.

Q: Where do I find the P-Card prohibited purchases list?

A: Click here: http://www.slu.edu/x28740.xml

Q: Who should I contact if I need help using my P-Card with a vendor?

A: You can contact any team member of the Purchasing staff which is displayed at http://www.slu.edu/x27893.xml

Additional P-Card policies and procedural information can be found at http://www.slu.edu/x28721.xml

Please note: CDW-G has an established P-Card site for pre-approved electronic purchases. The site is located at http://www.cdwg.com/slupcards