

P-Card Help Sheet

- Purchases from the vendors listed below must go through CataMart:

FSI

CDWG

DELL

Fastenal

Fisher Scientific

Life Technologies

Gov Connection

Grainger

Apple

B & H Photo Video

Mckesson

- No Sales Tax
- Wal-Mart – Brief explanation what was purchased
- NO Student Registrations allowed on P-Card
- No Battery purchases (AAA, AA, C Cell, D Cell, 9 Volt, etc.) Battery are on contract with Grainger which is a punch-out in the CataMart system
- No Travel
- No sit down restaurants
- No Gifts, Contributions, Flowers, Gift Certificates, Gift cards, Prizes or Awards
- No purchase over the designated spending limits
- No Computers, Printers or software (all computer orders must go through IT)
- All book purchases must go through WCU Bookstore
- Receipts/Invoices must be in exact order of billing statement
- Hard copy billing statement and original receipts/invoices are due to Purchasing office the first of each month. If hard copy is not received, p-cards will be locked until they are received
- Southwestern Community College registration or continuing education must be done on a check request.

Any questions or concerns please feel free to call Tamrick or Misty at 7203