

Changes to Procurement policies and procedures, particularly as they relate to P-Cards:

1. The **transaction limit for all cardholders can be increased to \$9,999** per transaction (previously \$5,000). This will allow the P-Card to be used for purchases up to the minimum amount required to be processed using a Purchase Requisition. The monthly activity limit for most cardholders is \$15,000. Cardholders with lower or higher limits remain the same.
2. The P-Card **[Prohibited Purchases/Exceptions List](#) has been updated** to reflect the new limits and add certain categories.
3. The **[Entertainment Expense](#) form has been updated**. This form should be kept as documentation for P-Card and IDF transactions that involve the purchase of food or meals.
4. **New [Expense Guidelines](#)** have been created in response to frequently asked questions related to the purchase of various goods and services. This list will also provide a reference as to the types of funds that may be used to purchase certain items.

Finally, we ask that you reconcile and approve P-Card activity no later than 30 days following the transaction date. While this is particularly important at the end of the fiscal year, it is important throughout the year that financial transactions are recorded in a timely manner.

Any questions should be directed to Missy Carter, P-Card Administrator, mcarter@siu.edu, or Sue Zamora, Director of Procurement Services, susan.zamora@siu.edu.