

P-Card Help Sheet

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

FSI

CDWG

DELL

Fastenal

Fisher Scientific

ThermoFisher

Gov Connection

Grainger

Apple

B & H Photo Video

McKesson

- NO Sales Tax
- NO food for staff or faculty
- Add a comment or a brief explanation what was purchased on all transactions
- NO Student Registrations allowed on PCard
- NO Battery purchases (AAA, AA, C Cell, D Cell, 9 Volt, etc.) Batteries are on contract with Grainger which is a punch-out in the CataMart system
- NO Travel (contact tcards@wcu.edu to obtain a travel card)
- NO sit-down restaurants
- NO gifts, contributions, flowers, gift certificates, gift cards, prizes, or awards
- NO purchase over the designated spending limit
- NO computers, printers, software, or IT related items (these orders must go through IT)
- All book purchases must go through WCU Bookstore
- NO purchases to WCU (including Bookstore, Cont. Education, Print Shop, etc.) Must be done Interdepartmental. Contact the Controller's Office for information
- Southwestern Community College notary class must be done on a check request
- NO payment to individuals, consultants, or employees

Any questions or concerns please feel free to call 7203 or email pcard@wcu.edu