



Jim Pillen, Governor

To: All State Agencies
From: Department of Administrative Services, Materiel Administrator
Application: Personal Property/Goods
Subject: P-Card Policy
Effective Date: 07-01-2025

In accordance with State Accounting, Department of Administrative Services (DAS) Purchasing Card (P-Card) Program Manual, permits purchases with a P-Card up to \$5,000 for a single transaction, with a monthly limit of \$25,000. Accordingly, the Materiel Division P-Card policy is as follows:

1. **Non-Contract Purchases:** A P-Card may be used for purchases on non-IT personal property/goods \$5,000 or less, provided the item(s) are not on contract. A purchase order is required for a purchase over \$5,000 and cannot be paid for with a P-Card.
2. **Contract Purchases:** Unless otherwise authorized in writing by the DAS-Materiel Administrator, a P-Card cannot be used to pay for contract purchases. Agency Directors may request authority to utilize a P-Card for contracted personal property/goods available on contract by requesting such authority in writing directed to the DAS-Materiel Administrator.

A P-Card letter of agreement between the DAS-Materiel Administrator and the requesting agency must be completed and signed, which will specify the contract available for use by the requesting agency with a P-Card. The letter of agreement requires the agency to track all purchases made within the program and report such purchases by contract number to DAS-Materiel Division on a monthly basis using a provided P-Card Program Spreadsheet. The authorization will need to be reaffirmed annually. Authorization will remain in effect as long as the requirements are followed. The program can be terminated at any time by the DAS-Materiel Division.

Michelle Potts, Materiel Administrator

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