



P-Card Purchases and Payments

The documentation must contain the following information for P-card Purchases or to pay invoices:

- A quote or proposal with description or picture of item/items to be purchased (Print screen or e-mail)
- The date of the quote or proposal
- The suppliers/vendor's name, a current address, telephone number and e-mail address.
- The quantity, item number and cost of each item including if any, the shipping fee
- The total amount of the quote or proposal
- A signature of approval, date and the budget ie:17XXX, "OK to pay" or "Ok to order"
- If it is an invoice to be paid the same applies to that document.
- Submit to tmason@ccsnh.edu in the Business Office.

▲ Unauthorized Purchases Include:

