PCARD HOLDER
Documentation Responsibilities

The cardholder is responsible for submitting proper documentation as soon as possible, but no later than 7 days from the date of purchase.

Each Purchasing Card transaction must be supported by one or more of the following forms of original documentation:

- Cashier receipt
- Supplier invoice
- Credit card slip (with itemized pricing)
- Copy of order form or application (with itemized pricing)

The documentation MUST contain the following information:

- Description of what was purchased
- Business purpose (can be hand written)
- Date of purchase
- Supplier name and location
- Quantity and cost of each item purchased
- Total cost of purchase


TECHNOLOGY PURCHASES

If you require any of the following items, you must email your purchase request to tech-orders@plymouth.edu. Do Not make the purchase yourself. Do Not use your PCard.

- All Software regardless of the price
- All "apps" regardless of price (for example, annotation tools, screen casting, survey tools, etc.)
- All web-based services regardless of price (for example, video conferencing services, web-streaming services, online file storage, electronic grade-books, Online survey tools, etc.)
- All Desktop and Laptop Computers
- Network enabled tablets or other devices (iPads, Chrome-books, Nexus, Apple TV, Chrome-sticks, Amazon Echo’s, Clickers, etc.)
- External Hard Drives
- Computer Monitors (regardless of cost)
- Scanners or Printers
- Computer docking stations
- Any AV or video conferencing/broadcasting equipment (regardless of cost)
- Projectors
- Flat panel TVs

REQUISITION REQUESTS
Purchases of Goods or Services

- Up to $ 9,999 = 1 Vendor quote
- $10,000-$34,999 = 2 to 3 quotes
- $35,000 and Over = Formal Bid
- USNH Contracted Vendors up to $100,000 only 1 quote needed

For more information on available USNH Contracted Vendors go to the following USNH Procurement website. http://www.unh.edu/purchasing/contracts.html

Hint: To find a certain vendor, hit control F and input the vendor you are looking for.
## Finance Fundamentals
Financial Service Centers’ Two Cents

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### Guide to Contractual Agreements Processed by PSU Contracts

<table>
<thead>
<tr>
<th>Type of Agreement</th>
<th>Used for</th>
<th>Submit to <a href="mailto:psu-contracts@plymouth.edu">psu-contracts@plymouth.edu</a></th>
<th>Contract Cover Sheet Needed</th>
<th>PSU Procurement Review Required</th>
<th>PSU Procurement Numbering Required</th>
<th>PO Created After Contract Completed</th>
<th>Evidence of Insurance Needed</th>
<th>Vendor Invoice Needed for Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSU SPA</td>
<td>Presenters, speakers, performers</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>PSU ICA</td>
<td>Individuals or partners providing services (includes sole proprietors, individuals, LLCs)</td>
<td>Y</td>
<td>Requires contractor status checklist</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>PSU Services Contract</td>
<td>Corporations providing services who will not accept a PO in lieu of contract but are willing to use our contract template</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Vendor Contract</td>
<td>Corporations providing services who will not use our contract template (expect minimum 4 weeks for review)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Affiliation Agreements/ MOUs</td>
<td>Partnerships, arrangements with other institutions, placement of students for service learning</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Yes if we will pay partner</td>
<td>Various</td>
<td>Y</td>
</tr>
<tr>
<td>PSU Revenue Contract</td>
<td>Services we provide to an external partner (e.g. space rental, TIGER performances). PSU bills partner via non-student external billing request form.</td>
<td>Y</td>
<td>Y</td>
<td>Yes if not standard</td>
<td>Yes for most, no for TIGER contracts</td>
<td>N</td>
<td>N</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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We are all an important piece of the University’s financial stewardship!

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Financial Service Center: Academic & Administrative  psu-fsc-aa@plymouth.edu
Financial Service Center: Facilities & ITS  psu-fsc-fit@plymouth.edu
Financial Service Center: Student Services & Athletics  psu-fsc-ss@plymouth.edu
Financial Services Website – Resources & Forms  https://campus.plymouth.edu/financial-services/