P-Card Decision Tree
(When can I use it?)

Is the provider an iBuy Hosted or Punchout Vendor?
Yes → In order to gain maximum benefit to the entire University, iBuy should be used. At this time, policy allows the P-Card to be used → Maybe
No → You may be able to use your P-Card, depending on the item. (See the OBFS Manual) → Maybe

Are any items on the restricted list?
Yes → You may NOT use your P-Card. Use iBuy or Banner → NO
No → You may NOT use your P-Card. Use iBuy or Banner → NO

Are any items on the prohibited list?
Yes → You may NOT use your P-Card. Use iBuy or Banner → NO
No → You may NOT use your P-Card. Use iBuy or Banner → NO

Are you on travel status?
Yes → Is this a business meal with a non-UI employee?
Yes → You MAY use your P-Card → YES
No → You may NOT use your P-Card → NO

No → Is the purchase over your single transaction limit? (Maximum $4,999)
Yes → You may NOT use your P-Card. Use iBuy or Banner → NO
No → Is a contract required?
Yes → You may NOT use your P-Card. Use iBuy or Banner → NO
No → You MAY use your P-Card for qualified supplies and equipment → YES