RUTGERS
CAMDEN

Unit 110 P-Card Request Form

Instructions: This form is required to use the P-Card. The completed form, including all signatures, must be uploaded to the Camden Shared Services website. Request for use of the P-Card must comply with the University Procurement Policy 20.1.11.

NEW UNIVERSITY POLICY:

- **Single transactions cannot exceed $2,500**
- **Card may not be used for travel-related expenses (with the exception of conference fees)**
- **May not use for vendors that are currently registered in RU Marketplace**

To be completed by the Department:

Department:	
Requester:	
Email Address:	
Supplier	**Link or Phone number to call Supplier:**
Street Address, City, State, and Zip Code:	
Amount: $_______________	**International Transaction? :** Y __ OR N ___ (If yes, see below)
Description and Business Purpose (attach supporting documents):	
Justification to use P-Card:	

UNIT	DIVISION	ORGANIZATION	LOCATION	FUND TYPE	BUSINESS LINE	ACCOUNT	PROJECT If applicable	TASK

If this request is an international transaction, the charge is subject to additional fees. If so, provide an account string that the additional fees can be charged to. Fees are typically 2% of the transaction expense. A Business Specialist will advise of the charge.

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SIGNATURE OF BUSINESS OFFICE /OR GRANTS ACCOUNTING (PRINT NAME) DATE

SIGNATURE OF THE DIRECTOR/DEPARTMENT HEAD AND TITLE (PRINT NAME) DATE

I hereby certify that the requested information provided above is accurate and reliable and has been reviewed and approved by the Director or Department Head to proceed and that the use of the Procurement Card is appropriate.

Updated August 2025