

A GUIDE TO

Pcard purchasing

APPROVAL PROCESS

STEP 1



Check your budget
&
Submit request
on Stockton
website:

[CLICK HERE](#)

STEP 2



B.U.M.
approves/denies
via REPLY ALL
to email

STEP 3



Divisional
Executive
approves/denies
via REPLY ALL
to email &
forwards to
pcard@stockton.
edu

STEP 4



If approved,
pcard is
opened for 5
business days
to make
purchase

STEP 5



When reconciling
purchase, attach
divisional
executive's email
approval to
charge as well as
receipt

[CLICK FOR: PCARD PRE-APPROVAL PROCESS PPT](#)